**WORKSTATION USAGE**

**Please complete this form and e-mail to: iph@ucalgary.ca**

|  |
| --- |
| Date: |

|  |  |  |
| --- | --- | --- |
| Supervisor Name: |  | Requestor Name: |
| Email: |  | Email: |
| Phone #: |  | Phone #: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Current office/  desk #: | Current phone # office/desk: | Research staff name: | Email address: | UCID #:  (for floor access) | Job title\*: | Job start  & end  date: | # of days per week workstation occupied (if not 5: which days, # of hours, am/pm/evening): |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Please summarize changes (if any) from current situation:

Other comments: