

AFTER-HOURS ACCESS REQUEST FORM (FOR STUDENTS ONLY)

This form must be completed, submitted, and formally approved **online** before access to faculty buildings or facilities outside regular working hours is granted. **Printed or hard copies are not required.**

Section 1: Applicant Details

Full Name:	
Student ID No.:	
Program:	
Mobile Number:	
Email Address:	

Section 2: Emergency Contact (at least 2 persons)

1.	Full Name:	
	Mobile Number:	
	Relation:	
2.	Full Name:	
	Mobile Number:	
	Relation:	

Section 3: Access Details

Purpose of Access:		
Specific Area(s) to Access:		
Access Dates:	From:	To:
Access Time:	From:	To:
Reminder:		
<ul style="list-style-type: none"> Laboratory work is permitted until 7:00 PM ONLY. Should you require to stay after 7:00 PM, you must seek approval from your supervisor or Programme Leader. All other facilities must close by 10:00 PM at the latest. 		

Section 4: Safety & Responsibility

I acknowledge and agree to:-

1. Comply with all safety and security protocols;
2. Take full responsibility for my safety and the facility;
3. Ensure no unauthorised persons in restricted areas; and
4. Immediately report any incidents or concerns.

Signature of Applicant:	Date:
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Section 5: Approval (Supervisor / Program Leader)

Signature:	
Name:	Date:

NOTE: Approver (Supervisor / Programme Leader) is to email the approved form to the student and, c.c to the following email addresses;

1. office.campus@ubd.edu.bn
2. she.ihs@ubd.edu.bn
3. office.ihs@ubd.edu.bn

Section 6: Instructions to Student (After-Hours Access to PAPRSB IHS's Facilities):

Once your request has been approved, please follow the instructions below:

1. **Download and Save the Approved Form in your mobile:**
An approved after-hours request form must be saved and readily available at all times. This document serves as verification and is required for entry into PAPRSB IHS's facilities.
2. **Notify Zone C Security on Entry and Exit:**
You **MUST** notify Security Officer on Duty **every time** you **Enter and Exit** the premises. Please provide softcopy of the approved After-Hours Access Request Form.
3. **Use the Correct Notification Format:**
Please use the "WhatsApp Notification Template" provided below for notifying or contacting UBD Zone C Security. Notification is through a WhatsApp message to **888 9119** (UBD Zone C Security Post). *Failure to notify security may result in denial of access and poses potential safety and security risks.*
4. **Requesting Assistance:**
If you require assistance such as Unlocking or Locking the doors, or in the event of a **security threat or emergency**, please call **888 9119 or 816 9009** directly.

WhatsApp Notification Template to UBD ZONE C Security (After Hours Access Reporting)

(FOR STUDENT)

Student Full Name:

Student ID No:

Program:

Location (Specify):

Purpose:

Date:

Time In:

Time Out:

Approved by: [Supervisor's or PL's Full Name]

Approver Contact No:

*****UBD Security (Zone C) Contact Number: 888 9119**

WhatsApp Notification Template to UBD ZONE C Security (After Hours Access Reporting)

(FOR STAFF)

Full Name:

Post:

Contact No:

Location (Specify):

Purpose:

Date:

Time In:

Time Out:

*****UBD Security (Zone C) Contact Number: 888 9119**

FLOWCHART ON ACCESS AFTER-HOURS



NOTE:

All individuals including Officers, Lecturers or Staff intending to stay beyond 4.30 PM on weekdays OR during weekends / public holidays are also required to notify the security via WhatsApp.

UBD ZONE C Security contact number is 888 9119