

# NRF After Hours Request Form

After hours is defined as weekends, UF holidays, and 5PM to 8AM Mon – Fri.

Please print and fill out this form and turn in to the NRF front lobby desk.

This form must be submitted by 5PM Wednesday to obtain access for the upcoming weekend.

Name \_\_\_\_\_ Date \_\_\_\_\_

NRF ID# \_\_\_\_\_

Email address \_\_\_\_\_

You will be notified by email or verbally if approved.

1. List all process steps performed after hours that include the use of chemicals or gases. If you need to use additional chemicals or gases in the future you are responsible for submitting an updated version of this form for approval.

2. Do you need access to NRF Equipment outside the cleanroom? \_\_\_\_\_  
If yes, list the equipment name(s) and room(s)

3. I understand that no red tagged materials or processes and equipment defined in section 2.9 may be used after hours.

4. I understand every User entering after hours must swipe their personal FOB to access the clean room.

Users Initials here \_\_\_\_\_

\_\_\_\_\_

Staff Approval \_\_\_\_\_ Date \_\_\_\_\_

FOB enabled date \_\_\_\_\_

The form will be kept on file at the NRF Reception desk.