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| Please complete the form below, and return it with your Supervisor’s signature/sign-off to the Faculty of Medicine – On Campus Ramp Up: [opc.medicine@mcgill.ca](mailto:opc.medicine@mcgill.ca) (the content of the form can also be pasted in the email body)  **Please Title your email: One-Time - ‘’*Name of building*’’ *- ‘’Requestor Name’’***  ***(e.g. One - Time-Davis House - John Smith)*** | | |
|  | **School/Department/Unit:** |  |
|  | **Requestor:** | Name:  Email:  McGill ID/Proxy card #:  Cell phone: |
|  | **Reason for a one-time short duration entry:** |  |
|  | **Target date(s) *(indicate the date(s) and if the date(s) are fixed or flexible)*** |  |
|  | **Building(s) to be accessed (Building Name)** |  |
|  | **Room(s) to be accessed for the activity** | Specific rooms:  Common areas: |
|  | **List of frequently touched surfaces and strategy to clean them.**  ***(You are responsible to clean the surfaces touched during your visit)*** |  |

**MANDATORY – SUBMIT THE COMPLETED AND SIGNED FORM**

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| **Supervisor** (name and electronic signature/sign-off):  Name:  Date:  Comments: |