Requesting After-Hours BIC Facilities Access

Purpose
This page explains how to request after-hours access to NHB.

Introduction
On non-holiday weekdays, NHB is open from 6am to 7pm and HDB is open from 7am to 7pm. At all other times the buildings are locked. If you need to need access to the BIC facilities outside of those "regular business hours," you’ll need to request that your ID card be added to the building access list. The requirements for obtaining building access are that you are at least level 1 certified, that certification is current, and that you are actively engaged in a project that requires you to have after-hours access to the BIC. If you qualify, follow the instructions below. Note that if your status to fulfill any of those requirements changes, you are required to notify the BIC of such changes as they may impact your eligibility to keep NHB or HDB access.

Instructions

NHB ACCESS:
Send an E-mail to the BIC support address with your request if you want to get after-hours NHB access. In that e-mail, include the date you attended level 1 training (if known), and your EID. You will be notified when access is granted.

HDB ACCESS:
Fill out the following DMS Facilities Request. You should be notified that your request has been processed. If not please email the BIC support address above.