

Cardholder Information

First and last name	
Title and affiliation	
Concordia ID (if applicable)	
Email	
Telephone number	

Access Information

Access areas required	
Access time options	
Activation date	
Expiry date	

Primary Access Authorization

Department or Organization	
Name	
Email	

Signature

Date

PERFORM Access Approver

Budget Code	
Email	

Signature

Date

Instructions for filling out PERFORM Access Form

- Consult with PERFORM staff regarding the access areas required.

Athletic Therapy Clinic	Conditioning Floor	Cardiopulmonary Suite	Clinical Analysis Suite
Metabolic Assessment	Specialized Lab (CBFL)	Posture and Movement Lab	Range of Motion and Strength Assessment Lab
EEG Lab	Neurocom Lab	Metabolic Kitchen	Nutrition Suite
Consultation room A	Consultation room B	Consultation room C	Teaching Lab A
Teaching Lab B	Teaching Lab C	Imaging Suite	All Access

Table 1: Summary of access areas at PERFORM

- **Choose from the following access time options:**
 - Option A: 7 days a week, 24 hours a day, no holidays
 - Option A+: 7 days a week, 24 hours a day, including all holidays
 - Option B: 7 days a week, from 07h00 to 23h00, no holidays
 - Option B+: 7 days a week, from 07h00 to 23h00, including all holidays
 - Option C: 5 days / Monday to Friday from 06h00 to 18h00, no holidays
 - Option C+: 5 days / Monday to Friday from 06h00 to 18h00, including all holidays
- **Select an expiration date. If no expiration date is selected, a one year expiration date will be automatically given. This is a mandatory field for all except full time staff. The expiry date must not exceed one (1) academic year for students.**
- **The primary access approver is the person responsible for the cardholder that will have access to PERFORM. Typically this will be the principle investigator for researchers or supervisor/managers for other persons that will access PERFORM.**
- **PERFORM Access approver is a PERFORM Manager designated by the CAO to authorize access to the PERFORM Centre.**