One-Time Campus Request
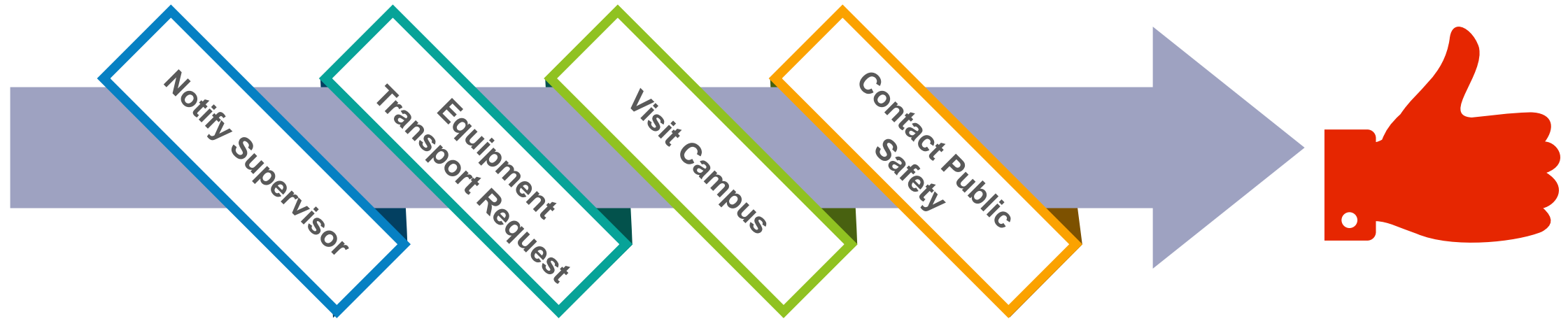
The Process for Campus Access to Remove **Untagged** University Owned Items

Notify Supervisor → Equipment Transport Request → Visit Campus → Contact Public Safety

01 Notify your Supervisor

Notify your Supervisor of your intention to remove university property that you need to work from home. Please note the property must be valued under $50.

02 Complete the Equipment Transport Request

Click here to access the form: Access and Equipment Request Form

03 Visit Campus

Prior to your arrival on campus, you are required to complete this COVID Checklist, exercise social distancing, and wear a face covering.

04 Contact Public Safety Non-Emergency at 617-287-7799 if:

- The building that you want to get into is locked
- You have bulky items and cannot exit using the stairs in Quinn and need to exit through the ISC