

MECHANICAL ENGINEERING SPACE AND ROOM ACCESS
FACULTY, RESEARCHERS, ADMIN STAFF, STUDENTS AND VISITORS

Faculty and Staff Office Space Manager
Pam Wilson – 612/625-9315, ME 1100B, pwilson@umn.edu

<p align="center">SPACE REQUESTS mespace@umn.edu</p>	<p align="center">KEY and/or ACCESS CARD REQUESTS mekeys@umn.edu</p>
<p>To request space, the faculty advisor or staff supervisor should send an email to mespace@umn.edu with:</p> <ul style="list-style-type: none"> • Individual's Name • UMN Email • Room Requested • End date (if needed) <p>If the space is currently assigned to another faculty advisor or staff supervisor, the current assignee needs to email their approval to mekeys@umn.edu.</p> <p>Approval for keys or access cards for any of the swing spaces used during building renovations must be approved by the Assistant to Department Head, Pam Wilson.</p> <p><i>When an individual leaves the Department of Mechanical Engineering, they must return all departmental issued keys and access cards to ME 1100 Front Desk.</i></p>	<p>To request room access via keys or access cards, the faculty advisor or staff supervisor should send an email to mekeys@umn.edu with:</p> <ul style="list-style-type: none"> • Individual's Name • UMN Email • Room Requested • End date (if needed) <p>Card access becomes 'active' within two business days or less. The individual and advisor/ supervisor will be notified via email when card access has been granted. At that time, keys and/or access cards can be picked up at the ME Front Desk.</p> <p><i>When an individual leaves the Department of Mechanical Engineering, they must return all departmental issued keys and access cards to ME 1100 Front Desk.</i></p>

Find New Employee and International Scholar/Researcher Arrival Checklists on the [ME Services-at-a-Glance Onboarding Information](#) webpage.