

**Card-only access to Stanford Earth Buildings**  
**March 13, 2020**

Good afternoon Stanford Earth community,

Effective 5:00 PM tonight our Mitchell, Green Earth and Braun buildings will see their exterior doors transition into “card access” only status until further notice. This status still allows for community members who have building access populated on their University ID badges to access our buildings at any time however exterior building doors will remain locked while less personnel are on campus for safety & security reasons.

Going forward you’ll need your University ID badge populated with building access to gain such access even during normal hours of operation Monday through Friday. As you may recall all Stanford Earth community members were populated with appropriate building access as granted by our DFOs when our buildings transitioned to a Lenel card reader system two summers ago. We then get periodic emails from our DFOs when new access requests come in. Should you have questions regarding your access please write to us at: [earthfacilities@stanford.edu](mailto:earthfacilities@stanford.edu).

To add building access for an additional department or lab member please see your department’s DFO where online safety training EH-4200 needs to be documented prior to providing access.

This building modification has been requested of our team and vetted through Dean’s Office leadership along with our Department Chairs & DFOs.

For those of you on campus & in our buildings we encourage to lock your office & lab doors behind you upon leaving and again, encourage to carry your University ID badges with you at all times.

This schedule modification is fluid and subject to change. Our team will update you if further modifications should occur.

Finally, our lab communities have stressed the importance of delivery receipt during normal business hours throughout the work week. Our team has received feedback from our lab communities and identified rotating or on-campus personnel who are present to assist with such requests. Signage has been placed on the main doors & loading docks of each building to provide delivery contact assistance.

We thank you for your support & cooperation at this time. Please contact [earthfacilities@stanford.edu](mailto:earthfacilities@stanford.edu) or myself for additional questions.

Best,

**Pat Carlson**

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