MECHANICAL/METAL KEY REQUEST FORM **UNIVERSITY OF CALIFORNIA, BERKELEY** ETCHEVERRY/HESSE HALLS – MECHANICAL ENGINEERING THIS FORM IS FOR METAL KEY REQUESTS ONLY. PLEASE USE THE CARDKEY APPLICATION (PURPLE FORM) FOR CARDKEY ACCESS REQUESTS.

BRING COMPLETED FORM, CAL ID, AND CHECK/MONEY ORDER OR CREDIT CARD DURING KEY HOURS (MON - THU 9:00 A.M. - 11:00 A.M.) TO 6195EH FOR PAYMENT PROCESSING, AND THEN PROCEED TO 6171EH TO OBTAIN ACCESS OR E-MAIL COMPLETED FORM TO PROJECT AND FACILITY MANAGER, JAIRUS CHAPPELL (J.CHAPPELL@BERKELEY.EDU).

	ETCHEVERRY OR HESSE e form for each bldg is required)						
LAST NAME, FIRST:							
PHONE: E-M/	AIL:						
START DATE: EXP	EXPECTED TERMINATION/GRADUATION DATE:						
PLEASE CHECK ONE:							
□ FACULTY (NO DEPOSIT REQ'D) □ STAFF (NO DE	POSIT REQ'D) UISITING PROFESSOR (NO DEPOSIT REQ'D)						
GRADUATE UNDERGRAD POST DOC (NO) KEY REFUNDS) \Box VISITING SCHOLAR (NO KEY REFUNDS)						
□ VOLUNTEER/AFFILIATE (NO KEY REFUNDS) □ VISITING STUDENT RESEARCHER (NO KEY REFUNDS)							
□ VISITING STUDENT/UNIV. EXTENSION STUDENT (NO KEY REFUNDS) □ OTHER (PLEASE SPECIFY:							
REQUEST ACCESS FOR KEY(S) TO ROOM(S):							
MECHANICAL KEYS REQUIRE A \$30.00 DEPOSIT FOR EACH KEY PAYABLE BY DEBIT/CREDIT CARD OR CHECKS/MONEY ORDER MADE PAYABLE TO: UC REGENTS SORRY, NO CASH ACCEPTED							

REFUND FOR THE KEY DEPOSIT WILL BE PROCESSED UPON CONFIRMATION OF REFUND ELIGIBILITY AND THAT ALL ETCHEVERRY AND HESSE HALL KEYS ISSUED TO INDIVIDUAL HAVE BEEN RETURNED.

NO REFUNDS FOR KEYS PAID WITH A CHARTSTRING (COA).

CHARGE NON-REFUNDABLE FEE TO COA: ______ AUTHORIZATION TO CHARGE TO COA SIGNATURE_____

CHECK, MONEY ORDER OR CC BATCH # _____ RECV'D BY____

UNIVERSITY OF CALIFORNIA, BERKELEY DEPARTMENT OF MECHANICAL ENGINEERING

POLICY ON ISSUANCE OF MECHANICAL KEYS

The issuance of UC Berkeley Mechanical Engineering building keys is a privilege. Keys are <u>not</u> to be used by anyone other than the assigned bearer. Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code. The loss/theft of any University of California key must be reported to the key holder's Supervisor <u>and</u> to the Facilities Manager (Room 6171 Etcheverry) **IMMEDIATELY** for reporting to the University of California Police Department. Each key is subject to a \$30.00 deposit payable to the UC Regents by the consignee upon issuance. Refund request for the key deposit will be processed upon verification of Requester's eligibility for key refund and confirmation that <u>all</u> Etcheverry <u>and</u> Hesse Hall keys issued to Individual, have been returned to the Department.

I am the recipient of the key(s) to Etcheverry/Hesse Hall spaces listed on this contract. I fully understand that this key must <u>not</u> be duplicated. I will not lend out or give any issued University of California key to anyone, unless instructed to do so by my Supervisor. All permanently reassigned keys must be reported to the Facilities Manager (Room 6171 Etcheverry) I am fully aware that I am subject to the loss of privilege of this key if its use is abused.

I further agree that all Etcheverry and Hesse Hall keys must be returned **immediately** to the Department upon request, position change, office move, vacation of position, or termination of my affiliation with the Department or with the University of California, Berkeley.

I hereby certify that I have read the policy regarding the issuance of UC Berkeley Mechanical Engineering keys and I agree to abide by the policy set forth.

KEY RECIPIENT'S SIGNATURE

(LAST, FIRST, MIDDLE)

DATE

PRINT NAME:

CAL ID #:

		1					
ROOM #	BLDG	KEY #	SERIAL # (ALPHANUMERIC)	DATE ISSUED	RECIPIENT'S SIGNATURE	DATE RETURNED	KEY CONTROLLER'S SIGNATURE