

Key Policy

Key Hours

Monday 9 a.m. -11 a.m.
Tuesday 1:30 p.m. – 3:30 p.m.
Wednesday 9 a.m. – 11 a.m.
Thursday 1:30 p.m. – 3:30 p.m.

1. Undergrads need to fill out the yellow card and have it signed by either the group AA or PI and bring a **\$7 deposit per key** when picking up keys. If you require keys and are not in the College you also will need to fill out a yellow card and pay the deposit.
2. Graduate Students, Post-docs, Staff and Faculty need to fill out the white card and have it signed by their supervisors.
3. If you already have keys with the College of Chemistry and are requesting additional keys you need to fill out the white form located in the bottom tray and have it signed by your group AA, PI or supervisor.

Please make sure you have the right form filled out. If you have filled out the wrong form you will be given the correct form to fill out and get signed.

4. Keys may be returned at any time during business hours.
5. Appointments can be made for off hours for picking up keys.

***Please be sure to return your keys before your appointment ends. UCPD requires us to notify them of any keys that have not been returned.**

6. If you lose your keys you are required to contact UCPD at 2-6760 and file a police report and pick up a lost key form from Building Management that will have to be filled out and signed by your PI or supervisor (AA cannot sign this form unless PI is unavailable. If the PI is unavailable and AA does sign for the keys you are required to email your PI and inform him/her that you lost your keys). You are also required arrange an appointment and meet with Assistant Dean Shtromberg to discuss the lost keys. Once all of the above is done you may bring your completed lost key form along with the police report number and obtain new keys. **A \$7 non-refundable fee will be charged to replace lost keys.**

Thank you,
College of Chemistry Building Management