

Key Policies & Procedures

Keys may be returned during business hours, Monday – Friday 9am - 5pm.

All requests for keys and door access will be done electronically through the College's online application at:

<https://chemnet.berkeley.edu/buildingaccess>.

You can also go to chemistry.berkeley.edu, click on quick links and select Building Access then click on the Building Access button.

Please make an appointment for picking up keys by emailing chem_request@berkeley.edu. Please make sure you bring your Cal ID.

***College of Chemistry keys are property of the State of California and must be returned before or on the last day of your appointment with the college. See California State Penal Code 469* at the bottom of the page.**

ALL undergraduate, graduate students and post doctorate fellows are required to pay a refundable deposit of \$30 for each key.

We accept personal checks, cashier's checks or money orders **ONLY**. **For any returned checks, the individual must provide a money order ONLY as a form of payment and a \$30 processing fee on top of the original amount.**

Key return refunds will be issued in the form of a check or Electronic Fund Transfer (EFT), method determined by Campus Disbursements. **Please note that refunds will be issued only if there exists an active United States bank account to receive the check or EFT.**

If you are requesting keys to spaces occupied by other research groups, please contact the groups' Principle Investigator or Assistant.

EH&S Lab Safety Training Certificate for EH&S 101 must be uploaded to your online profile **PRIOR** to obtaining keys to laboratories.

***If your keys are lost or stolen, you MUST report the incident to Facilities Management in 119 Gilman Hall as soon as possible. Instructions on how to file a police report and obtain new keys will be provided.**

California State Penal Code 469 states:

"Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor."