

<b>UNIVERSITY OF CALIFORNIA BERKELEY - VLSB</b>					
<b>METAL KEY/CARD-KEY APPLICATION &amp; AGREEMENT</b>					
Last Name:		First Name:		M.I.	
Faculty/Staff/Student ID #		E-Mail:			
UC Status:	<input type="checkbox"/> Under Grad <input type="checkbox"/> Grad Student <input type="checkbox"/> Staff <input type="checkbox"/> Postdoc <input type="checkbox"/> Faculty <input type="checkbox"/> Other:				
Lab or Facility:		Rm.		Lab Phone:	
Local Home Address:				Local Phone:	
<b>CARD-KEY SERIAL NUMBER (FOR INTERNAL USE ONLY)</b>					

↓ PI or Area Manager to sign this section ↓

Key Type	Area of Access	Authorized signature	Authorization date	Expiration date
<input type="checkbox"/> CK <input type="checkbox"/> MK				
<input type="checkbox"/> CK <input type="checkbox"/> MK				
<input type="checkbox"/> CK <input type="checkbox"/> MK				
<input type="checkbox"/> CK <input type="checkbox"/> MK				
<input type="checkbox"/> CK <input type="checkbox"/> MK				

Key Identification	Transaction Type	Transaction Amount	Deposit Method	Transaction Date	Key Controller's Signature	Applicant's Signature
Card-key #	Issue <input type="checkbox"/>	\$				
	Return <input type="checkbox"/>	\$				
Card-key #	Issue <input type="checkbox"/>	\$				
	Return <input type="checkbox"/>	\$				
Metal Key #	Issue <input type="checkbox"/>	\$				
	Return <input type="checkbox"/>	\$				
Metal Key #	Issue <input type="checkbox"/>	\$				
	Return <input type="checkbox"/>	\$				
Metal Key #	Issue <input type="checkbox"/>	\$				
	Return <input type="checkbox"/>	\$				
Metal Key #	Issue <input type="checkbox"/>	\$				
	Return <input type="checkbox"/>	\$				

### KEY AGREEMENT

- I will immediately report the loss of any of the above key(s) or card-key to my supervisor and the VLSB Key Controller.
- I will not lend or give this or any other University Key or card-key to anyone, unless told to do so by the VLSB Key Controller.
- I agree to return all department keys to the VLSB Key Controller immediately upon separation from this department or University.
- I will not duplicate or allow anyone to duplicate my key(s) or card-key, or any University key or card-key.  
Note: California law makes it a misdemeanor to knowingly duplicate a University key, which act is punishable by a fine or both a fine and jail confinement (Penal Code section 469).
- I have read the Key Control Agreement on the reverse side and above. I acknowledge receipt of the key(s) and card-key listed above and agree to all conditions listed.

Card-key/Key Holder's Signature:		Date:	
Department Manager's signature:		Date:	

## **VLSB KEY POLICY & CONDITIONS**

### **KEY ISSUANCE:**

Applications are available via e-mail request at: [adoban@berkeley.edu](mailto:adoban@berkeley.edu). Submit completed and approved applications to the Facilities Office located in 3028. All key applications must have the correct authorized signature of the appropriate Principal Investigator (PI), Department Supervisor or Department MSO. Special access to areas such as the bike compound, 5th floor, field entrances and museums, must be detailed on the form and approved. Card-key activation may be delayed dependent upon the backlog. Once applications are submitted and approved, please allow up to 3 business days for processing applications and for card-key activation. Metal keys that are in stock will be issued through the VLSB Facilities office (VLSB 3028) within 3 business days. If a key is not in inventory and must be ordered from the campus Lock Shop, a longer delay may be experienced.

### **KEY DEPOSITS:**

Deposits are collected at the time keys are issued; the deposit is \$20 per metal key issued. Payment by check/money-order made payable to "UC Regents" are accepted as a deposit (because the money is refundable, deposits will not be charged to grant funds).

### **KEY POLICY:**

All keys issued by the VLSB Key Controller are the property of the Key Control Office and must be returned when your building employment/research has ended. If temporary (non-photo ID) card-keys are not returned, they will be deactivated without prior notice.

Lending or duplicating keys is a violation of the key agreement and may result in the loss of access privileges.

Lost or stolen card-keys must be reported to the Key Controller immediately and a police report filed with UCPD (642-6760). Metal keys with serial numbers must be reported to UCPD before another key will be issued. A police report number is required before a replacement key will be issued.

GSI keys for teaching labs and support spaces must be returned at the end of each semester to the Academic Coordinator or to the Key Controller.

### **COMMON SHARED SUPPORT & AFFINITY GROUP ROOMS:**

Each faculty research laboratory will be provided one key that will open common shared support rooms throughout the building. These rooms include darkrooms, cold-rooms, seminar room and other rooms not assigned to affinity groups, labs or units. Additional keys requested for staff or lab managers will be issued only after prior approval by the Key Controller. Individual room keys will be issued on an as-needed basis. Faculty labs will also receive a core key for their shared affinity group rooms under the same conditions.

### **ELECTRONIC COMBINATION LOCKS:**

The Safety Officer will issue codes with instructions directly to the Principal Investigator or lab/unit manager for research labs.