



Key Check-Out Policy

Identification is Required from ALL individuals asking for keys to any room in the department.

Temporary Key Check-out Guidelines:

1. If a graduate student, faculty, or staff member want to allow temporary access to their offices or labs to any individuals (undergraduate/graduate students, or other colleagues) they must submit a list to the Main Office Manager. If you do not submit such a list we will presume **no one** is allowed access to your space. Updated lists can be turned into the Auxiliary Services Coordinator via e-mail or by stopping by the Main Office. It is your responsibility to update these lists should you have a change in staff/students. If an individual is not on the list, they will not be given a key.
2. When checking out a key, all undergraduate students must leave their Bruin Card in the Main Office. It will be returned to them when the key is returned.
3. We will be checking ID to confirm name and individuals match with provided access lists.

Permanent Key Check-out Guidelines:

1. All graduate students, undergraduates, faculty and staff members must receive approval from their PI or supervisor before checking out any key.
2. Approval can be submitted via e-mail to the Auxiliary Services Coordinator or by signing a Key Check-Out Card.
3. Beginning April 1, 2013, All undergraduate students, who are checking out keys on a permanent basis, no longer need to leave a deposit for each key that is checked out. PI or Supervisors will now be responsible for all keys checked out.