



WELCOME TO




THE DEPARTMENT OF  
MECHANICAL ENGINEERING

### KEY ACCESS REQUIREMENTS

The **key request hours** are **Monday through Friday**, from **9:30 am to 11:30 am**.

The **key access office** is located in **5102 Etcheverry Hall**. It opens from 8:00 am to 5:00 pm.

There are 3 types of access to the department of Mechanical Engineering labs or offices:

-  Metal key
-  Card key
-  Key pad entry code

Before any key request, please **check first which access you need**, and complete the appropriate form as indicated below:



#### Metal Key Access

- ✓ Complete the **green form** at the front desk of 5102 Etcheverry Hall
- ✓ Have it signed by your professor
- ✓ Attach a personal **check** or **money order** in the amount of **\$20.00** payable to **UC REGENTS**



#### Card Key Access

- ✓ Complete the **purple form** at the front desk of 5102 Etcheverry Hall
- ✓ Have it **signed by your professor**
- ✓ Attach a personal **check** or **money order** in the amount of **\$10.00** payable to **UC REGENTS**

Note:

The Card key application is also available online at:

<https://www.me.berkeley.edu/accounttool/>

In the case the key access fees are paid by your professor, have the **Key sponsor form** signed by him/her and turn it in with your application.



#### Key Pad Entry Code

- ✓ Have your professor address an approval email to [yawo@me.berkeley.edu](mailto:yawo@me.berkeley.edu)
- ✓ Bring a copy of the approval email in 5102 Etcheverry Hall between **3-4 pm** to get your code

GO



BEARS !!

### FOR YOUR INFORMATION

#### ❖ Card Key Access

- ✓ The \$10.00 is a non refundable application fee that covers 2 semesters.
  - ✓ Graduates pay a onetime \$10.00 fee for their entire study cursus.
  - ✓ Undergraduate pay \$10.00 fee for 2 semesters (\$5.00 online for one semester)
  - ✓ The Card Key application fee is waived for: Post Doc., GSI, GSR and Paid Researcher.
  - ✓ There is no additional fee when **adding** access to Etcheverry
  - ✓ When your access expires, submit a new application.
- #### ❖ Metal Key
- ✓ The deposit (\$ 20.00) is paid one time and will be **refunded** when the metal key is returned