**KEY ACCESS REQUIREMENTS**

Issuance/Returns of Keys, and Card key activations are handled by Dan Essley in 6161 Etcheverry. PAYMENTS for key transactions are handled in 5102 Etcheverry. Key hours are Tues – Fri 9:00 a.m. to 11:00 a.m.

If the key access fees are to be paid by your Professor, have the Key Sponsor form signed by the Professor and submit it with your application.

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

- **Key pad entry code**
- **Metal key Access to Etcheverry Hall (EH) and/or Hesse Hall (HH)**
- **Card Key Access**

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

### Card Key Access

- Complete the **purple form** which can be picked up outside of 6161 EH. Please note that if Metals Keys are requested for both Etcheverry Hall and Hesse Hall, a green form must be completed for each building.
- Have the form signed by your Professor
- Attach a **$20.00** personal **check** or **money order** made **payable to UC REGENTS**
- Bring completed form, Cal ID, and check to 5102 EH for payment processing.
- Bring all forms to 6161 EH to obtain access.

### Metal Key Access

- Complete the **green form** which can be picked up outside of 6161 EH.
- Have the form signed by your Professor
- Attach a **$10.00** personal **check** or **money order** made **payable to UC REGENTS**
- Bring completed form, Cal ID, and check to 5102 EH for payment processing.
- Bring all forms to 6161 EH to obtain access.

**NOTE:**

*Card key requests for Rooms 2105, 2107, 2109 (CAD Labs) can also be performed online at:* [https://www.me.berkeley.edu/accounttool/](https://www.me.berkeley.edu/accounttool/)

### Key Pad Entry Code

- Have your Professor send an approval e-mail to dessley@me.berkeley.edu
- Bring a copy of the approval e-mail to 6161 EH during key hours to get your code.

### FOR YOUR INFORMATION

- **Card Key Access**
  - The **$10.00** is a **non**-refundable application fee that covers 2 semesters.
  - Graduates pay a one time **$10.00** fee for their entire study.
  - Undergraduates pay a **$10.00** fee for 2 semesters ($5.00 online for one semester)
  - The Card Key application fee is waived for: Post Docs., GSIs, GSRs, and Readers.
  - There is **no** additional fee when adding access to Etcheverry.
  - When your access expires, please submit a new application and payment.

- **Metal Keys**
  - The **$20.00** deposit is a one time payment (one deposit for all EH and HH keys), which will be forfeited if assigned key(s) are lost or stolen.
  - The deposit will be refunded (a check will be mailed) upon the return of all EH and HH keys issued and verification of the payment of deposit.
  - For lost keys, contact Dan Essley in 6161 EH for the re-issuance procedure.