

**UNIVERSITY OF CALIFORNIA AT BERKELEY**

**Department of Mechanical Engineering**

**Etcheverry / Hesse Halls**

**MECHANICAL KEY REQUEST**

RETURN FORM TO ROOM 5102

KEY TRANSACTION HOURS: MONDAY – FRIDAY

**9:30 – 11:30AM**

CARD # \_\_\_\_\_

BUILDING NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

BEGIN DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*CHECK ONE:*

- FACULTY      STAFF      GRADUATE      UNDERGRAD      VISITING SCHOLAR      VISITING INDUSTRIAL FELLOW
- VISITING STUDENT RESEARCHER      POSTDOC      OTHER

REQUEST ACCESS FOR KEY(S) TO LAB/OFFICE #:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT NAME OF AUTHORIZATION: \_\_\_\_\_

 MECHANICAL KEYS - **\$20.00 DEPOSIT COVERS ALL KEYS** (REFUNDABLE)

 DEPOSIT REQUIRED WHEN KEYS ARE ISSUED.

PAYER WILL RECEIVE REFUND (IF APPLICABLE) WHEN KEYS ARE RETURNED TO ROOM 5102.

**----- NO CASH \* NO CREDIT CARD -----**

**YOU MUST HAVE A CHECK OR MONEY ORDER ON THE DAY YOUR KEY REQUEST IS PROCESSED.**

**MAKE CHECKS PAYABLE TO: UC REGENTS**

\_\_\_\_\_  
KEY HOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

# UNIVERSITY OF CALIFORNIA AT BERKELEY

## Department of Mechanical Engineering Etcheverry / Hesse Halls

### POLICY ON ISSUING MECHANICAL KEYS

The issuance of UC Berkeley Mechanical Engineering building keys is a privilege. Keys are not to be used by anyone other than the assigned bearer. The loss of the key must be reported to room 5102 Etcheverry Hall IMMEDIATELY. Each key is subject to \$ 20.00 check deposit payable to the UC Regents by the consignee upon issuance. The \$20.00 deposit will be refunded when the key are returned by the consignee to room 5102 Etcheverry Hall. All keys must be returned upon graduation or withdrawal from the University.

Any person, who knowingly makes, duplicates, possesses, or uses access control (keys) to University premises, without authorization is punishable under the law per section 469 of the California Penal Code, which states:

*"I hereby certify that I have read the policy regarding the issuance of UC Berkeley Mechanical Engineering keys and I agree to abide by the set forth."*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

S.I.D \_\_\_\_\_

Work Phone:

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KEY NUMBER	ROOM NUMBER	BUILDING	DATE ISSUED	INITIALS	DATE RETURNED	INITIALS