ACCESS APPLICATION AND AGREEMENT
University of California Berkeley – Rausser College of Natural Resources

SEE REVERSE FOR INSTRUCTIONS

Key office hours: Tuesday through Thursday 9:00am - 11:00am & 2:00pm - 3:00pm

A. APPLICANT INFORMATION (Please print clearly)

Last Name _____ First Name, _____ Middle Initial ____

Bldg., Room & Phone Number _____

Email Address _____

UC ID Number _____ Department _____

UC Card Number (Located on back of ID) _____

CHECK STATUS

☐ Faculty   ☐ Lab Assistant   ☐ Research Associate   ☐ Postdoc

☐ Specialist   ☐ Grad ☐ Staff   ☐ Undergrad   ☐ Others

Key Agreement

This key is the property of the University of California and must be surrendered to the Facilities Office in 54A Mulford upon request or separation from the University.

1. Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code.
2. I will report the loss/theft of any University of California key immediately to my supervisor, to Facilities Management and to the University of California, Berkeley Police Department.
3. I will not lend out or give any issued University of California key to anyone, unless told to do so by my supervisor.

KEY APPLICANT SIGNATURE _____ DATE _____

B. AREA ACCESS AUTHORIZATION

> **Building Card Key Access (To be marked by PI or lab manager)**
>
> Koshland__ Bike Cage__ 461 Koshland__ 459 Koshland__ Teaching Lab__
>
> 373/381 Koshland__ 383 Koshland__ Giannini__ Hilgard__ Morgan__ Mulford__ Wellman__
>
> Greenhouse access:
>
> Contact Tina Wistrom, cwistrom@berkeley.edu, for mandatory greenhouse training and access.

PI or Lab Manager Signature _____ Date _____

Access Expiration Date _____

> **Key/Card Request (To be marked by PI or lab manager)**
>
> Building _____ Room _____

PI or Lab Manager Signature _____ Date _____

Expected Return Date _____

> **Door Code Request (To be marked by applicant)**
>
> Building _____ Room _____
>
> Six Digit Code _____

C. RECORDING OF KEYS ISSUED (TO BE FILLED OUT BY KEY CONTROLLER)

> Key Serial Number – Metal Key _____
>
> Date Issued _____ Date Returned _____
>
> Lost Key Case Number _____ Date _____

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INSTRUCTIONS

1. The Building Emergency Plan (BEP) and Injury and Illness Prevention Plan (IIPP) must be read before gaining access to any of RCNR's buildings/labs/offices.
   a. Both documents can be read at the RCNR Safety and Facilities Site under Safety Resources: **https://nature.berkeley.edu/facilities**
   b. You will need to sign in with your Calnet ID to verify that the BEP reading has been completed. You must read the BEP for every building you will need access to.
   c. You will need to sign in with your Calnet ID to verify that the IIPP reading has been completed. Also, you will need to click the submit button at the bottom of the web page.

2. Fill out all of the Applicant Information in section A.

3. For Card Key Access:
   a. Your UC ID card number is required. The number is located on the lower left corner on the back of your UC ID.
   b. If your card does not have any numbers on the back, then your UC ID card is old and incapable of being programmed. You must go to the Cal 1 Card Office to receive a new card. The office is located at 212 Sproul Hall. The hours are Monday-Friday, 9:00am-4:30pm. **Visit https://cal1card.berkeley.edu/ to make an appointment**.
   c. If you do not have a campus ID, you must go to the Cal 1 Card office to get one.
   d. We cannot activate blank card keys for access into any of the RCNR buildings.
   e. Authorization from your PI or lab manager is required.
   f. An expiration date for the access is required.

4. For Metal Keys:
   a. Enter the building and room number of the key you will need.
   b. Authorization from your PI or lab manager is required.
   c. An expected key return date is required.
   d. If keys are not available, an order to the campus locksmith will be placed. Key orders generally take up to 2 weeks to be completed.

5. For Door Code Requests:
   a. Enter the building and room number of where you need access.
   b. Enter a unique 6 digit code to be programmed. Codes with simple patterns will not be accepted (i.e. 111222).