ACCESS APPLICATION AND AGREEMENT
University of California Berkeley – 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 ____________________________ Department ____________________________
UC ID Number ____________________________ 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

Koshland Card Key Access (To be marked by PI or lab manager)
Koshland___ Bike Cage___ 461 Koshland__ 459 Koshland__ Teaching Lab___ Barrows___
373 & 381 Koshland__ 383 Koshland__
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 ____________________________
INSTRUCTIONS

1. The Building Emergency Plan (BEP) and Injury and Illness Prevention Plan (IIPP) must be read before gaining access to any of CNR’s buildings/labs/offices.
   a. Both documents can be read at the CNR Safety and Facilities Site: http://nature.berkeley.edu/site/safety_facilities.php
   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 right 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 180 Cesar Chavez Center on Lower Sproul Plaza. The hours are Monday-Friday, 9am-5pm.
   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 CNR 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).