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 ____________________________________________ 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](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/](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).