Department Resources – Department Policies and Procedures – Facilities & Research: Building Keys

All keys for Bagley Hall, CHB, and CHL (i.e., those areas used by the Department of Chemistry) are obtained from the Key Custodian in the Chemistry front office (BAG 109). Key borrowers must sign a Statement of Responsibility each time keys are issued. Before a key deposit is refunded, a check-out form must be completed and all keys returned. Key deposits will be refunded via a check; no cash refunds will be issued.

ROOM AND KEY DEPOSIT: All faculty, students, visitors, and employees of the Department of Chemistry are required to make a one-time Key Deposit of $50.00 before being issued keys or assigned office and/or laboratory research space. Payment must be by cash (exact amount only) or personal check (payable to University of Washington); a grant or any other university budget may NOT be used. The key deposit is refundable only when the check-out procedure is completed. Anyone leaving the Department of Chemistry for a period greater than one quarter must complete a check-out form at least one week in advance of departure. All issued keys must be returned — keys may not be transferred and/or loaned to anyone else.

Reimbursement:
Your key deposit will not be returned if you:
- Fail to return all keys on time;
- Fail to turn in a completed check-out form;
- Have a hold placed on your academic records.

Additional Keys:
There is no charge for additional keys, as long as the initial deposit has been made and the additional keys are not replacing any that were lost or stolen.

KEY RESTRICTIONS: Keys issued by the Department of Chemistry are NOT to be:
- Copied or duplicated
- Loaned to anyone else
- Shared by a group of people
- Marked in any way that indicates what room(s) the key opens
- Marked in any way that obscures the key numbers (including color coding with tape)

Keys to chemistry buildings and research labs will be confiscated if mandatory safety training is not completed in a timely manner or if any two scheduled safety classes are missed.

BUILDING USE PERMITS (BUP): Anyone who has building access must carry a Husky Card while in the building after hours or on weekends. Husky Cards with building access are considered the equivalent of a building use permit. Husky Cards must be shown to University Police Officers when requested. If you are in the building after hours without building access on your Husky Card, you may be asked to leave the building and your keys will be confiscated. See the Key Custodian in BAG 109 to request a BUP if you do not have a Husky Card.

Keys are subject to confiscation for any of the following after-hours violations:
- Propping open any door into or out of any Department of Chemistry building for any reason.
- Letting any person into any Department of Chemistry building who does not have a key and/or a Husky Card with building access for whom you do not take personal responsibility.
- Staying in any Department of Chemistry building without carrying a Husky Card with building access or a valid building use permit.
**LOST OR STOLEN KEYS:** Lost or stolen keys must be reported to the University Police and the Department of Chemistry Key Custodian (BAG 109) within 24 hours. A fine for lost or stolen keys, whether replaced or not with new keys, will be assessed at the cost schedule in place at the time any damage is reported, regardless of whether the lost keys are replaced. Failure to return all keys at the agreed-upon time, and/or to pay penalties or replacement costs that might be assessed will result in forfeiture of the initial key deposit and a hold may be placed on academic records. Key holders will not be charged for stolen keys, if a police report is filed and the number is given to the key custodian.

Lost or Stolen Key Charges:
Medeco keys (CHB, and new locks & spaces in BAG and CHL) $16.00 each
Desk and miscellaneous keys (any manufacturer) $6.50 each
KESO (dimple) keys (BAG and CHL):
  - Door keys $15.00 each  Grandmaster keys $35.00 each
  - Master (group & service) keys $20.00 each  Great Grandmaster keys $70.00 each

The maximum liability for a single incident involving the loss of keys is limited to $150.00. The individual is responsible for the key charges. Grants cannot be billed for any key costs.