**KEYS:** All keys for Bagley Hall, the Chemistry Building, and the Chemistry Library Building (i.e., those areas used by the Chemistry Department) are obtained from the Front Office of the Department of Chemistry (Bagley 109). A refundable deposit is required when first checking out department keys. To obtain keys, an Initial Key Application must be completed, and the necessary signatures from the borrower’s supervisor as well as the overseer of the space associated with the requested key must be obtained. Key borrowers must sign a Statement of Responsibility each time keys are issued. In order to hold keys, borrowers must also complete all necessary safety training courses. Once a deposit is made, additional keys may be acquired with no subsequent deposit by completing an Additional Key Form. Before a deposit is refunded, the borrower must both complete the check-out form and return all outstanding keys. This includes completing the check-out procedure and any necessary lab or workspace clean-up.

See the following documents for additional information:

- Department Resources – Department Policies and Procedures – Facilities & Research – POLICY: Bldg Keys
- Department Resources - Department Policies and Procedures – Facilities & Research - PROCEDURE: Check-Out and Laboratory Cleanup