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

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):** Individuals in campus buildings after hours must carry a Building Use Permit. Everyone in the Department of Chemistry and anyone authorized to use Department of Chemistry facilities is required to carry a current Building Use Permit when working in the building after hours and on weekends. Faculty and staff should carry their staff card, which is considered the equivalent of a BUP.

Key Record:
Record all key numbers on the back of your BUP (and update the list if you acquire additional keys) as follows:
1) The code number of the key (e.g., "K1AU" or "A0971B" or "4534")
2) The larger engraved number that is specific to your key

Unauthorized keys will be confiscated by University Police if found on an individual after hours.
Make no erasures or corrections on the Building Use Permit. If a mistake is made, see the Key Custodian (BAG 109) for a new BUP. It is hard to determine whether a correction is legitimate or if it is intentional fraud. Cards that appear to have been altered will be confiscated by the UWPD.

Old Permits:
Please destroy any expired or previously issued BUP’s. Building use permits are issued annually; you only need the one that is current.

RESTRICTIONS:
Do not loan out your building use permit.
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 valid building use permit and for whom you do not take personal responsibility.
- Staying in any Department of Chemistry building without carrying a valid building use permit.

NOTE:
If you color-code your keys, do not cover any of the numbers printed onto the key. Do not write anything on the keys. The police will need those numbers when they check the keys in your possession to the ones written on the back of the permit. Any violation of the terms above and the police will confiscate your keys and escort you out of the building.

**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
  - Master (group & service) keys $20.00 each
  - Grandmaster keys $35.00 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.