UCLA Computer Science Department

Key Checkout Form

_____ _____

Last Name First Name Advisor

UID#:_____

Email:_____

Home Dept.:_____

$50 Deposit for ENG VI Lab desk or BH swipe cards/keys (check, cash or money order)

Deposit is waived for Bruin card access

*$50 refund will be processed upon key return and desk review by department. *

Desk must be left in good condition

Certificate of Lab safety training must be provided

- I certify that I have completed the Laboratory Safety Fundamentals Online Training
  Date:_____
  Class Enrollment and Certification link: https://worksafe.ucla.edu

- I will not duplicate the keys/swipe card or loan them to anyone else.
- I am responsible for keeping the room secure, which includes locking the door each time I leave.
- I will report any problems, malfunctions, vandalism, and/or unauthorized use to the key manager (Mildri Lopez-Duarte in 277M, ENGR VI), the MSO, or the Department Chair.
- If I lose my key/swipe card, the department will not refund my deposit.
- I will take care of any equipment located in any of the offices or labs for which I have keys.
- I will maintain a clean desk and remove all personal items upon leaving the CSD Lab.
- I will notify the Department Administrator prior to leaving the CSD Lab and obtain approval for my refund request.

Signature: _____ Date:_____

Department administrative approval, for lab desk by _____ Date: _____

FOR OFFICE USE ONLY					
Date Issued Or assigned	**Room/LAB #**	**Key or Desk**	**Key Type or Number Desk**	**Professor Signature**	**Key Return/Desk Date**

Date of Deposit	Deposit Amount	Deposit Return Date

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