Last Name First Name Advisor

UID#:

Email:

Home Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**$20.00 Deposit for BH swipe cards/keys (check, cash or money order)**

**Deposit is waived for Bruin card access**

\*\*Deposits will be returned when key(s) is/are returned.\*\*

**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 and 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.

Signature: Date:

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| --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | | |
| **Date Issued** | **Room #** | **Key #** | **Type** | **Professor Signature** | **Key Return Date** |
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| --- | --- | --- |
| **Date of Deposit** | **Deposit Amount** | **Deposit Return Date** |
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