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 (cash or check only)

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.
- I will maintain a clean desk and remove all personal items upon leaving the CSD Lab.
- I will inform the department administrator before leaving the CSD Lab to request my refund.
- Lab desk refunds will be processed upon departmental approval.

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