



LHS - KEY SERVICE REQUEST FORM

Submit completed form to Trevor Perez (664-5610) located on C-Level, Rm 105. Allow 1-5 days for fulfillment. (**Back-up:** Cory Welch – Rm 105.)

Last Name:	First Name:	Room #:
Email:	Dept:	Phone #:
Approving Supervisor: Print: _____ Signature: _____		Date:

DISCLAIMER: Unlawful possession of any University of California key is a misdemeanor per Section 469 of the CA Penal Code. You must return keys with this form to HR upon your departure from your department. **NOTE:** Student workers are not allowed keys.

NEW KEYS REQUEST:

	Key #	Location / Room	Date issued
Please circle your Employee Status: 1 – Career UC Employee 2 – Contract Employee 3 – Limited Appointment 4 – Academic & Faculty 5 – Other:			

Signature of Key Issuer: _____ Date: _____

RETURNED KEYS:

	Key #	Location / Room	Date returned
___ No longer working at LHS (all keys being returned)			
___ Still working at LHS – list your new Dept and Room if applicable:			
_____ New Dept / New Room			

Signature of Employee: _____ Date: _____

Signature of Key Issuer: _____ Date: _____

REPORT/REPLACE LOST KEYS:

	Lost Key #	Loc/Room	Date lost	Date Reissued	New Key #
Report lost keys promptly to the UC Berkeley Police Dept. by telephone: 510-642-6760. List the UCPD case number: _____ Employee pays \$15 per lost key.					

Payment for Lost Keys (check one): Cash Check # _____ made out to 'UC Regents'

Office Use Only: Total received _____ Date _____ Submitted to Cashier staff _____

University of California – Key Control Agreement

1) I will report the loss/theft of any UCB key immediately to the LHS Building Manager and to the University of California Police Department. I understand that the UCPD case number will be required before lost keys are replaced. I am aware that I will be responsible for the replacement cost of lost keys.

2) I will not lend out or give any issued UCB key to anyone.

3) I agree to return all issued UCB keys to any University police officer or proper authorities on demand.

4) I will not duplicate or allow anyone to duplicate any UCB key entrusted to me.

5) Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code. Upon separation from my department, I will immediately return all UCB keys to the Human Resources Dept. at my exit interview.

NOTE: CALIFORNIA LAW MAKES IT A MISDEMEANOR TO KNOWINGLY DUPLICATE, CAUSE TO DUPLICATE OR HAVE UNAUTHORIZED POSSESSION OF ANY KEY TO A BUILDING OWNED, OPERATED OR CONTROLLED BY THE STATE OF CALIFORNIA. (CPC 469).

HAVING READ THE ABOVE UCB KEY CONTROL AGREEMENT,
I AGREE TO ALL THE CONDITIONS.

Employee Signature

Date

Notes: