




		<b>Technology</b>	<b>Medical</b>
			
<b>Electronics</b>	<b>Science</b>	<b>Energy</b>	<b>Transportation</b>

### Card Access

Access Card Modification:     New         Change     Cancel

Areas of Access Needed     Castle 106B     SE1 - 124     SE1 - 158     SE1 – 172     SE2 – 130  
 SE2 – 140     SE2 – 150     SE2 – 155     SE2 – 160     SE2 – 165     SE2 – 170  
 SE2 – 175     SE2 – 180                      Date \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_ Class/project team \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

### Problems

If you have any problems with your Access Card, lose it, or have any other problems with the electronic access control system please notify UC Merced Facilities Lock Shop staff as soon as possible.

If you need help getting into Engineering's Instructional space please contact:

Sergio Pineda    Engineering Deans Suite SE2-305    phone/txt: 209-500-7821    e-mail: [spineda@ucmerced.edu](mailto:spineda@ucmerced.edu)

### Responsibilities

By accepting this access card, you are also accepting the responsibility for how it is used. For consideration of the use of the above listed to the University's premises, the undersigned hereby acknowledges their receipt, and agrees to use only in accordance with the UC Merced Key Control and Access Policy. In the event any University key/card in the undersigned's possession is lost or stolen, the holder agrees to report such loss or theft immediately.

The undersigned agrees that the above key/card remain the sole and exclusive property of the University while in the undersigned's possession and agrees to return all key/cards upon termination of University duties or upon one business day's prior request by the department. In the event the undersigned fails to return any of the key/card upon termination of University duties or within one business day of request by the unit, the undersigned agrees that a replacement fee may be charged by the University for each item not returned. In addition, the undersigned agrees to reimburse the University the actual cost of re-keying and or reconfigurations of lock(s).

Access cards are issued only to persons who have completed the basic safety orientation for UC Merced. This basic training only covers basic policies, safety resources and workplace hazards. You will have access to laboratories where equipment for which additional training is required. Do not use any equipment you have not received training on. Different laboratories may also contain hazardous materials for which additional training is required. Do not use any of these materials unless proper training has been received. Contact the staff if you are uncomfortable working around these materials or equipment.

### Signature

Signing below acknowledges you understand your responsibilities associated with being issued this key/card.

Signature \_\_\_\_\_ Date \_\_\_\_\_