

School of Environmental and Forest Sciences Building Key Policies and Procedures

All keys for Anderson Hall (AND), Bloedel Hall (BLD), and Winkenwerder Hall (WFS) are obtained from the Key Custodian in the School of Environmental and Forest Sciences (SEFS) front office (AND107). Key borrowers must sign a Statement of Responsibility each time keys are issued.

Before a key deposit is refunded all keys must be returned. Key deposits will be refunded via a check; no cash refund will be issued.

Room and Key Deposit

All faculty, students, visitors, and employees of SEFS are required to make a one-time Key Deposit of \$20.00 before being issued keys. Payment must be by cash (exact amount only) or personal check (payable to University of Washington); a grant or any other university budget may NOT be used. The key deposit is refundable only when all keys are returned. Anyone leaving SEFS for a period greater than one quarter must return all keys at least one week in advance of departure. Your key deposit will not be returned if you fail to return all keys on time.

Additional Keys: There is no charge for additional keys, as long as the initial deposit has been made and the additional keys are not replacing any that were lost or stolen. If a requestor wants to replace a key that was lost/stolen, they will have to pay a \$5 non-refundable fee to get a replacement.

Key Restrictions

Keys issued by SEFS are not to be:

- Copied or duplicated
- Loaned to anyone else
- Share by a group of people
- Marked in any way that indicates what room(s) the key opens
- Marked in any way that obscures the key numbers

Lost or Stolen Keys

Lost or stolen keys must be reported to the University Police and the SEFS Key Custodian (AND 107) within 24 hours. A fine for lost or stolen keys, whether replaced or not with new keys, will be assessed at the cost schedule in place at the time any damage is reported, regardless of whether the lost keys are replaced. Failure to return all keys at the agreed-upon time, and/or to pay penalties or replacement costs that might be assessed will result in forfeiture of the initial key deposit and a hold may be placed on academic records. Key holders will not be charged for stolen keys, if a police report is filed and the number is given to the key custodian.