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| --- | --- | --- | --- |
| Name |  | Date |  |



**KEY/CODE ACCESS and RECIEPT OF KEYS**

EEE aims to provide a safe working environment for all staff and users, this includes both safety of the individuals using the EEE buildings/areas as well as ensuring the building and equipment is secure. This policy covers all EEE areas across Roberts building and Malet Place Engineering Building.

Collection of Keys

* Keys to offices will be allocated at induction or on arrival from the IT Support Team, Room 604 Roberts Building
* **Keys £20 cash deposit at the time of collection.**
* Please note access to higher risk areas may need additional activities to be carried out before keys are issued. This may include, but is not limited to, a risk assessment, local lab inductions, equipment training, supervisor sign-off.

Responsibilities of EEE Key Issuer

* A register of all keys issued and to whom is to be kept within the department
* Must investigate all key issues when notified
* Ensure £20 deposits are returned promptly on return of ALL keys issued

Responsibilities of keyholder

* Keep the issued key/s safe, loss or theft of keys pr damage to locks are to be reported as soon as possible to defects@ee.ac.uk and support@ee.ac.uk, replacement keys may be at a cost to the keyholder
* Keys/codes are not to be shared between individuals, even if in the same group or team. Keys are issued to individuals only and therefore **keyholders should not lend out keys or allow access with their key/code.**

EEE may need to recall/reissue keys or change code locks to ensure the security and safety of the department, if this is the case, please respond quickly to any requests from EEE to ensure the buildings and area is not compromised.

Upon leaving UCL **ALL** Keys and IT equipment must be returned to the IT team.

Desks must be cleaned completely on your last day, UCL reserves the right to dispose of anything left at workstations after the date of departure.

Breach of this policy may result in disciplinary action. EEE reserves the right to remove card and key access to the department facilities until breaches of policy are fully investigated. Loss of any keys will result in loss of the cash deposit.

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| I confirm I have read and agree to the policy as set out above [ ]  |
| I have paid a £20 deposit [ ]  |
| Key Number |  |
| Key Issue Signature |  | Keyholder Signature |  |