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## KEY AND CARD ACCESS POLICY

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In addition to department policy, it is your responsibility to review and understand the following:

- University Policy 3-234: Building Access and Surveillance Systems  
<https://regulations.utah.edu/administration/3-234.php>

If you have any questions, please send an e-mail to [bme-access@lists.utah.edu](mailto:bme-access@lists.utah.edu), call 801-581-8528, or stop by the BME department office in SMBB 3100 during business hours.

**The Biomedical Engineering Department has the right to deny or revoke any access request or privilege that is not in compliance with Department or University policies and procedures.**

### Card Access Requests

- Anyone requesting access to BME-owned spaces must submit a Card Access Request Form.
  - Completed forms can be delivered in person to SMBB 3100 or e-mailed to [bme-access@lists.utah.edu](mailto:bme-access@lists.utah.edu)
- Once your form is submitted, please allow up to two (2) business days for processing. When card access is granted, you will receive a confirmation e-mail.
- Please notify the department when your need for access ends.
- If you need access to a space that does not belong to the BME Department, you are responsible for contacting the Facilities team for the building or space in question.
  - The BME department does not assist with access to spaces that belong to other departments.

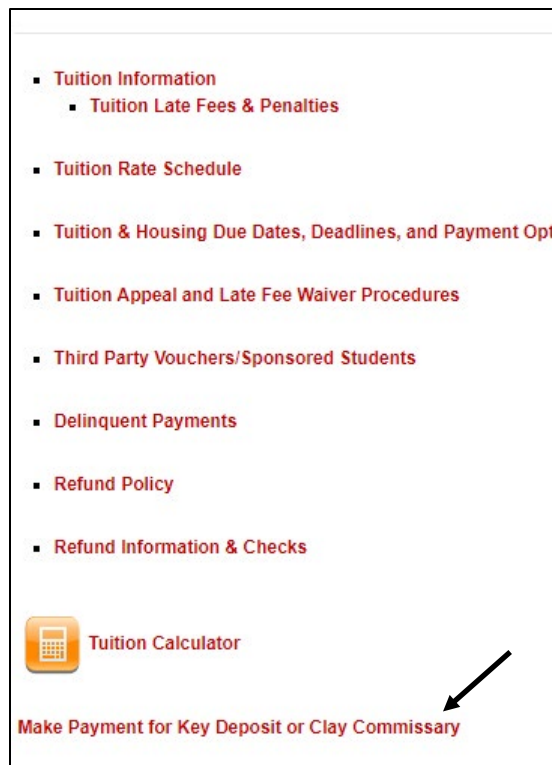
### Key Access Requests

- Anyone requesting a physical key must submit a Key Request Form. You must list all building/room numbers and each of the reasons they're needed.
- Multiple keys for the same key holder can be ordered on a single request form if the approving PI is the same for all requested keys. If there is more than one approving PI, separate forms must be submitted.
- The key shop does not provide keys that unlock more than one door, with extremely limited exceptions at their sole discretion. We cannot request them.
- Completed forms can be delivered in person to SMBB 3100 or e-mailed to [bme-access@lists.utah.edu](mailto:bme-access@lists.utah.edu)
  - A printed copy of the receipt for payment will need to accompany the Key Request Form.
  - If you are requesting a deposit waiver or your PI is volunteering to pay the deposit for you, the appropriate form must be submitted at the same time as your key request.
- Once your form is submitted, please allow up to 20 business days for any key orders placed during the first three weeks of the semester.
  - If the request is submitted at any other time, allow 10 business days for key orders.
- Key requests cannot be rushed and will be processed by the key shop according to their timeline. If you need your key before a specific date, be sure to order it well in advance whenever possible.
- You will receive a confirmation e-mail when your key is ready for pick up in SMBB 3100.
  - You must bring a photo ID when picking up your key.
  - If you need to pick up your key at a specific time, you are responsible for scheduling with the department. E-mail [bme-access@lists.utah.edu](mailto:bme-access@lists.utah.edu) or call 801-581-8528 to make arrangements.
- Keys must be returned when access is no longer needed.

- Student keys must be returned to the department within two weeks of the end of semester or when their position ends. If you fail to return the key your deposit will not be refunded.
  - Students who need to keep their keys longer than a semester must notify the department, either at the time of key request or before the two-week deadline.
- Keys cannot be transferred directly from one person to another. Keys must be returned to the department by the original key holder. Each person who needs a key must submit a key request for themselves.
  - First offenders must meet with the department chair and administration to review department and university policies. Any offenses afterwards will be subject to disciplinary action at the chair's discretion.

### Key Deposits

- Students are required to pay a deposit for each key, due at the time of issue.
  - The deposit is required for all keys issued to students, regardless of employment status with the University.



- The deposit is paid to Income Accounting via a UMarket link on the Tuition page:
  - <https://fbs.admin.utah.edu/income/tuitioninfo/>
- The department does not set the cost of key deposits, it is set by a University of Utah fee committee.
- A printed copy of the receipt for payment will need to accompany the Key Request Form.
- Student deposits cannot be transferred, but they are REFUNDABLE when the key is returned.
- A Deposit Waiver Request form is available in the event of financial hardship.
  - Waiver Requests submitted separately from the Key Request form will be denied. The Waiver Request must be submitted together with the Key Request form.

- When requesting a deposit waiver, students must contact the department for a funding review.
  - Keys will not be ordered from the key shop until this meeting has taken place.
  - Contact [Sheila.Olson@utah.edu](mailto:Sheila.Olson@utah.edu) and [julie.pouladi@utah.edu](mailto:julie.pouladi@utah.edu) to make arrangements.
- Faculty can, at their discretion, volunteer to pay the deposit on their students' behalf. Students should not request this from their PIs.
  - Deposits paid by faculty are NON-REFUNDABLE and NON-TRANSFERRABLE.
  - The payment must be paid via the UMarket link and the receipt will be given to the student by the PI.
    - A separate receipt is required for each Key Request form.
- Faculty and staff are not permitted to order keys on a student's behalf (submit an order request under their own name and provide the resulting key to a student).
  - This is in violation of University Policy and may lead to suspension or termination from the University for anyone involved.
  - First offenders must meet with the department chair and administration to review department and university policies. Any offenses afterwards will be subject to disciplinary action at the chair's discretion.

### Lost or Broken Keys

- If a key is broken:
  - Report it to the department immediately. A replacement key will be ordered.
  - Return any remnants of the broken key to the department. You will not be issued a replacement key until the broken key is returned.
- If a key is lost:
  - Report it to the department immediately. A replacement key will be ordered.
    - The deposit on any lost key is forfeit, but students are not required to pay a deposit for the first replacement key.
    - Any additional keys issued for one calendar year will require a new deposit receipt from the UMarket deposit system prior to a request for a replacement key.
  - If any lost key is located, notify the department immediately.
    - If a replacement key has been issued, return the original (previously lost) key to the department.
      - Students who return the original key may be eligible for a refund of their original deposit.

### Key Loss Penalties

- Key Holders and/or their PIs will be responsible for any costs incurred for lock changes as a result of excessive key loss.
  - The decision to change any lock, and all associated charges, are determined by Facilities Management. The department has no input.
- If a Key Holder has lost or failed to return three keys within one calendar year:
  - They are required to meet with the department chair and administration to review access policies and safety guidelines before they can request any additional keys.
  - Regardless of role, all key deposit payment rules apply to ANY keys requested for one calendar year.
- If a Key Holder loses four or more keys within one calendar year:
  - They may be subject to any of the following at the chair's discretion: a fine (amount determined by the department chair), increased deposit requirements, access restrictions, or disciplinary action.

### Keys for Filing Cabinets, Desks, Lockers, etc.

- Please contact [bme-access@lists.utah.edu](mailto:bme-access@lists.utah.edu) before submitting a key request for any filing cabinet, desk drawer, locker, or other locking storage.

### A Note on Deposits

As the University continues to focus on security issues across campus, access policies and practices have come under scrutiny. The lack of accountability and resulting costs for students, staff, and faculty failing to return issued keys is a growing liability and safety risk. As a result, University of Utah policies require a mandatory deposit for any physical key issued to students. While our primary goal is to ensure our departmental spaces remain safe and secure, the required deposit exists to motivate students to return their keys so that corrective security measures, like re-keying locks, are not a regular occurrence.