

Materials Engineering

Key Request Form



By signing this form, I agree to:

- Be responsible for clean-up and safety in the lab(s)
- Work with at least one other student at all times
- Report any lost keys to the Dept. Office immediately
- Having a hold placed on my student account if I fail to return the key(s) by the set due date.

OFFICE USE

Date rec'd: _____

Key Card: _____

In Excel: _____

To IT: _____

Scanned/filed: _____

First/Last Name: _____

Student's Department: _____

Cal Poly Email Address: _____

Empl ID: _____

Justification for key use: _____ **Cell Phone Number:** _____

Signature: _____

Date: _____

For electronic key cards:

- Complete and return this form to the MATE office.
- When key is ready, the department will send you an email notification to pick up your key in the department office during normal business hours.

For Metal Keys:

- Complete and return this form to the MATE office.
- Pick up your completed "Facility Services Key Request" card from MATE office, and take it to Key Shop (Building 58-102) with your Cal Poly photo ID.

Keys Requested

Metal (M) or E-Key (E)	Key Number (metal keys only – see back page)	Bldg. & Room	Date to be Returned
M E			
M E			
M E			
M E			

Authorization is required from both your faculty advisor and lab advisor. If they are the same person, one signature is sufficient.

Faculty Advisor's Name: _____ Signature: _____ Date: _____

Lab Advisor's Name: _____ Signature: _____ Date: _____

Dept Chair's Name: _____ Signature: _____ Date: _____

Bldg 41 – MATE Engineering

Room #	DESCRIPTION/USE	KEY #	MISC
142	MATE tech work area (shop)	117DA1	NOT AVAILABLE TO STUDENTS
143	MATE Furnace Rm	117DA2	BLAIR LONDON TO APPROVE
200	MATE Computer Lounge	117DA3	CODE PROVIDED
201	MATE Intro Lab	117DA4	NOT AVAILABLE TO STUDENTS
203	MATE Micro Lab	Electronic Key only	RICH SAVAGE TO APPROVE
204	MATE Sample Prep	Electronic Key only	ADVISORS TO APPROVE
205	MATE Lab	Electronic Key only	ADVISORS TO APPROVE
206	MATE SEM	Electronic Key only	TREVOR HARDING TO APPROVE
207	MATE AFM, DSC	Electronic Key only	ADVISORS TO APPROVE
208	MATE X-RAY	Electronic Key only	ADVISORS TO APPROVE

Bldg. 192 - Engineering IV

Room #	DESCRIPTION/USE	KEY #	MISC
103	Gleeble	119FA4	ADVISORS TO APPROVE
201	Rough Sample Prep Lab	119FA7	ADVISORS TO APPROVE
202	Corrosion Lab	119FA3	ADVISORS TO APPROVE
203	Touch Pad	119FA2	CODE PROVIDED
204	Touch Pad	119FA1	CODE PROVIDED
210	Additive Manufacturing Lab	119FA5	ADVISORS TO APPROVE
211	Tensile Testing	119FA6	BLAIR LONDON TO APPROVE
212	Metallography Lab	119FA7	ADVISORS TO APPROVE
Bldg. 192 Exterior Doors – between 102/104 (Engineering III), Door by Highland, 2 nd Floor Stairway doors 1 & 2		Touch Pad Code	DEAN'S OFFICE PROVIDES CODE UPON SPECIAL REQUEST