Responsibilities of Holders of UWA Keys

Individually numbered building/office key(s) will be issued to you and you are to sign for the key(s) and in doing so agree to the following responsibilities as the key holder. **NOTE: THIS AGREEMENT IS BINDING**

By signing, you agree to the following terms and responsibilities as the Key Holder:

1. **Keys are not to be given or lent to anyone.** Remember this provides access to the building and your room. If you lose your key(s) and the key(s) cannot be found by the end of the working day, then the external doors to the building may need to have the locks changed, **at your expense** as the first step to re-keying the whole building.

2. **If you lose your key(s) please report this to Security on ext 3020** immediately so that extra patrols and checks can be made on the building or room. Also report the loss to the Mechanical Engineering Office on the second floor, ext 3118.

3. **Relevant Safety Induction Forms must be provided before keys can be issued.**

4. **Keys are to be returned to the Mechanical Engineering Office when you complete the project work for which the keys were issued.** The keys are to be signed back into the Mechanical Engineering Office and it is your responsibility to ensure that this is done.

   **If the keys are not returned, your marks will be withheld until such time as you return the keys.**

5. Failure to return the key may result in the University changing the locks within the building. The university may forward the costs onto you for payment. Remember if it is an external door key there may be 500 keys that need to be cut along with 15 door locks, which you may have to pay as your non returned key poses a security risk to the building.

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**Winthrop Professor Yinong Liu, Head of School**

*Top section to be kept by key holder*

*Bottom section to be kept by the School of Mechanical and Chemical Engineering.*

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<thead>
<tr>
<th>Room Number</th>
<th>Area/Lab Supervisor</th>
<th>Safety Induction Y/N</th>
<th>Safety Induction Type</th>
<th>Key Number Issued</th>
<th>Issued Date</th>
<th>Key Return Date</th>
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*PLEASE NOTE THE AREA/LAB SUPERVISOR MUST SIGN THIS FORM.*

I understand and will comply with the responsibilities as a holder of University key(s).

I have a copy of the Responsibilities of Holders of UWA Keys and agree to comply with these responsibilities.

**PLEASE FILL OUT THE BELOW IN CLEAR BLOCK LETTERS**

**Staff Member** □ Postgraduate □ Undergraduate □ Visitor/Other □

**1st Year** □ **2nd Year** □ **3rd Year** □ **4th Year** □ **PHD** □

**First Name:** ____________________________ **Surname:** ____________________________

**Student / ID No:** ____________________________ **Completed Safety Induction Forms:** YES / NO

**Email:** ____________________________ **Safety Form received by:** ____________________________

**Key holder signature:** ____________________________ **Keys issued by:** ____________________________

**Project Supervisor Signature:** ____________________________ **Keys received by:** ____________________________

**Project Supervisor Name:** ____________________________ (PLEASE PRINT)

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Updated January 2011