



## Key Pickup and Drop Off

### **Key Pickups are BY APPOINTMENT ONLY**

1. **Purpose:** to provide step by step guidance on key pick up and drop off

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2. **Scope:** applies to all faculty, staff and students within the Department of Chemistry who are working on-site and will require keys

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3. **Prerequisites:** WHMIS training and all site-specific safety training as provided by the Office of Environmental Health and Safety and the Department of Chemistry

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4. **Responsibilities:** It is the responsibility of all faculty, staff and students to follow the procedures described in the SOP

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5. **Key Request and Pick Up: NO DROP-IN, BY APPOINTMENT ONLY**

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  - **Complete all required onboarding training**
  - Obtain a signed [Key Request Form](#). Ensure your supervisor indicates which key(s) you require and signs the form (electronic signature is permitted)
  - Email [chem.keys@utoronto.ca](mailto:chem.keys@utoronto.ca) (and copy your supervisor) to request an appointment and attach all completed/signed training forms and key request form
  - Arrive at LM154 at the appointed time with your credit card (Visa or Mastercard only- Visa or Mastercard debit are accepted) (\$50 per key)
  - Note: There are no appointments between 12-1pm
6. **Key Return: DROP-IN ALLOWED, APPOINTMENT PREFERRED**

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  - Email [chem.keys@utoronto.ca](mailto:chem.keys@utoronto.ca) if you wish to request an appointment
  - Arrive at LM154 at the appointed time with your keys detached from any keyrings, and a credit card (Visa or Mastercard only- Visa or Mastercard debit are accepted)
  - **Note: LM154 is closed between 12-1pm. You will not be able to drop-in during this time.**
7. **Broken/Misplaced Keys**

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  - Email [chem.keys@utoronto.ca](mailto:chem.keys@utoronto.ca) to request an appointment
  - A new key request form is required to replace lost keys

- In the interim contact Campus Police at 416-978-2323 for temporary access (ID required)

**8. *Access for Trades/Contractors***

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- For UofT Trades and contractors who require access, please contact the Property Manager, Marcelo Lima Figueiroa, at 416-717-9650.