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

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

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

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

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

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