

## **CTSA Key Checkout Procedure**

1. Students, faculty and staff (user) should request a key from their department office.
2. In the department office, the Requester should select the user
3. The Requester indicates the Building, Room and Door for the needed key(s).
4. The Requester completes the “Due Date” section.
5. The Requester submits the request.
6. User will receive an email when keys are ready for pickup.
7. Users may pick up key(s) at the Key Office, Room MAB 218, in the Dean’s Office in the Mesa Arts Building. (2<sup>nd</sup> floor).
8. Users must provide valid UCI ID at time of pickup.

If you have any questions, please send an email to [ArtsFacilities@uci.edu](mailto:ArtsFacilities@uci.edu)