

# HUCK-AD-P006: Building Keys & Card Swipe Access Policy



**PennState**  
Huck Institutes of  
the Life Sciences



## On this page:

[Building Keys and Card Swipe Access](#)  
[Key Deposits](#) [Returning Keys & Key Refunds](#)  
[Lost or Stolen Keys](#) [Contact person](#)

## Building Keys and Card Swipe Access

Building keys for the Huck Life Sciences Building, MSC, Wartik Lab, and some areas of Chandlee\* are issued in 101 Huck Life Sciences Building with a signed/approved "**Facility Access Authorization Request**" (FAAR) form. Keys are issued for office and lab doors in each building. HLSB mailbox keys are also issued in 101 LSB.

Card swipe access for the Huck Life Science Building, Wartik Lab, and some areas of Chandlee\* will only be provided to faculty, staff, students, or visiting scholars who are working directly in the Huck Life Science Building office/labs or have a collaboration, including Loading Dock access to the Huck Life Science Building. Huck Life Science Building deliveries will push the call button located outside at the Loading Dock entrance and the staff in the 101 suite will confirm visual access via the camera system and release the door access for vendors.

Similarly, access to the Millennium Science Complex (MSC) will only be granted to those faculty, staff, students or visiting scholars who are working directly in MSC office/labs or have a collaboration. MSC card swipe access is provided by Laura Drew in W102 MSC.

Michelle McDonough, 401D HLSBe can provide card swipe access if others are not available.

For safety and security purposes, card swipe access will be reviewed periodically to ensure individuals with card access are removed if they are no longer employed or affiliated with the Huck Institutes by the Huck Institutes Facilities Team.

\*Chandlee areas managed by 101 HLSB staff include: keys for rooms 8,9,10, 10A, 11,12,13 and 13A, and card swipe access for rooms 9 and 13, and the Exterior entrance. ALL key and card swipe access requests for the basement require Thomas Neuberger's signature on the FAAR form.

## Key Deposits

Key deposits are not required for full-time faculty, post-docs, and staff.

A \$10 key deposit per key is required for students (grad and undergrad) and visiting scholars.

Key deposits are collected via the PSU ID+ LionCash account. LionCash can be added to the PSU ID+ card from any computer from the PSU ID+ "Manage Accounts" website at: <https://idcard.psu.edu/manage-accounts>.

Each person requesting a key should use their own PSU ID+ card to make the deposit. Cash and credit cards are not accepted.

Refunds cannot be issued via the LionCash+ system.

## Returning Keys & Key Refunds

All keys must be returned immediately to 101 Huck Life Sciences by the individual issued the key upon graduation, resignation/termination of employment from Penn State, or transfer to another department or unit within Penn State.

Key refunds for returned keys with key deposits will be issued via a Special Request for Check (SRFC) and be mailed to the home address within 2-4 weeks.

Key refunds cannot be issued via the PSU ID+ LionCash account, cash, or credit card.

## Lost or Stolen Keys

Lost or stolen keys must be reported immediately to the staff in 101 Huck Life Sciences to ensure safety and security. There is a **\$25 fee per key** to replace lost or stolen keys.

## Contact Person

If you have any questions, please contact a staff member in 101 Huck Life Sciences Building.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

*This publication is available in alternative media on request.*

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