

To obtain building access, you need your Cal1 Card and the following information:

- SID/EE ID #
- Name
- Main Affiliation (Dept/Lab/Company)
- Status: Grad Student/Undergrad/Faculty/Staff/Post Doc/OtherSupervisor/PI/Delegate
- Your email address
- Phone #Work Address
- Duration of access (start/end dates)
- Expected Termination/Graduation Date (Student/Temps)
- Card ID # (Lower right on back of your Cal1 Card)
- Room #
- Building
- Floor
- Workstation number
- Occupant (yes or no)

**Cory Hall
253 Cory Hall or 387 Soda Hall**

- Request Access Request Form
- <http://www.eecs.berkeley.edu/Forms/keyreq.shtml>
- Complete Access Request Form
- Obtain authorization Signature from PI or Delegate
- Faculty or Supervisor MUST Return form to Lily Zhang -387 Soda Hall or Mark Davis - 253 Cory Hall
- 1- Business Days to Process
- **Deposit: \$5.00 deposit(Faculty/staff excluded)**
- **Fee: \$20 per cardkey**
- Hours: 8-12 & 1-4:30 Monday - Friday

**Soda Hall
387 Soda Hall**

- Request Access Request Form
- <http://www.eecs.berkeley.edu/Forms/keyreq.shtml>
- Complete Access Request Form
- Obtain authorization Signature from PI or Delegate
- Faculty or Supervisor MUST Return form to Lily Zhang -387 Soda Hall
- 1- Business Days to Process
- **Deposit: \$5.00 deposit(Faculty/staff excluded)**
- **Fee: \$20 per cardkey**
- Hours: 8-12 & 1-4:00 Monday - Friday

**Etcheverry or Hesse Hall
6161 Etcheverry Hall**

- Request Access Request Form
- Complete Access Request Form
- Obtain authorization Signature from PI or Delegate
- Return form to 5102 Etcheverry Hall
- **Pay Key Deposit: \$10 for cardkey and \$20 for Hard Key**
- Proceed to 6161 Etcheverry Hall and Facilities Mgr Dan Essley will grant access immediately
- Hours: Tues-Friday 9:00 – 11:00 am

**Davis Hall
209 Davis Hall**

- No Access Request Form Required
- Requestor must go to 209 Davis Hall in person
- See Paul Haller, Facilities Manager
- Paul Haller will send required information to UCPD
- Access usually granted in 1-2 days
- Hours: 8-5 Monday – Friday

**Saturdja Dai Hall
345 SD Hall**

- Request SDH Access Request Form
- Complete Access Request Form
- Obtain authorization signature from PI or Delegate
- Submit to 345 SD Hall
- 1-2 Business Days to Process