

## **KEYS**

All new faculty members, sessional instructors and TAs receive office and mailbox keys from the front office by filling out the [key deposit form](#). If you need after hour's access to the building you must request a FOB from Christine Bulguryemez, which can take up to 4 weeks to obtain. Should you lose your key, you will be required to pay a fee of \$115, which is the cost of re-keying a lock.