

Please fill out this form on the PC!

**Requisition Slip for Keys  
Faculty of Engineering - University of Kiel**

Surname

Name

tf-eMail

Student  student assistant  employee/official

Chair / workgroup

applies for a new key (\*)  lock access authorization as a staff member   
additional lock access authorization

for the following rooms/areas:

<b>Chair / Facility</b> (AG Gerken, Kieler Nanolabor, ...)	<b>Room / Rooms</b> (Building, Room number or denomination)	<b>Safety briefing by:</b> (Instructor's Signature)	<b>Instruc- tion date</b> (TT.MM.JJ)	<b>Person in charge for the room(s)</b> (Signature)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
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(\*) **50,00 €** will be paid by the applicant as a deposit when the key is delivered.

The supervisor or authorised person,

\_\_\_\_\_  
(Name in BLOCK CAPITALS)

\_\_\_\_\_  
Date, Signature

**DECLARATION / INFORMATIONS**

All rooms found locked have to be locked properly again after leaving the room.

All accesses to the Faculty (the gate and all entrance doors to the buildings) have to be kept locked between Monday – Friday from 7 p.m. till 6. 30 a.m and on weekends!

Moreover, I undertake to hand back the key after finishing my job, my studies, in case of change of job or by expiration of my contract. Key loss or damage must be notified immediately to the Dean's Office or to the Facility Management („Haustechnik“). I know the instruction given on September 2007, the 21st concerning the security in the university facilities and buildings.

**I have read the informations above:**

Kiel, the

\_\_\_\_\_  
Applicant's signature