

Please fill out this requisition on the PC

Requisition Slip for Keys
Faculty of Engineering - Universität zu Kiel

First name

Surname

Institute and group

Student

Student assistant

employee/official

TF-Mail

Applies for a key for: Staff members

Applies for an addition of key permissions

Applies for a key / the expansion of the lockability for the following rooms: _____

Instruction (Reinraum, TEM, REM,etc.)	Building / Room number	Instructor	Date	Signature

Professor / Person authorized to sign
(please complete in block capitals)

Professor / Person authorized to sign
(Signature)

When I received the key I paid a deposit of **50,-€**

NOTES / INSTRUCTIONS

All rooms found locked have to be locked proper again after leaving the room.
All Doors of the Faculty (the gate and all main entrance doors to the buildings) have to be locked in general between Mon – Fri from 7 p.m. till 6. 30 a.m and on weekends!
Further I pledge myself to hand back the key after finishing my job, my studies, in case of change of job or at expiration of the contract. Loss or damage of the key must be notified instantly to the Deans Office / Management Utilities.

I have read the instructions:

Kiel, _____
Date

Signature