

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

guest (scholarship /  
license agreement)

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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(\*) **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 Chairholder / Workgroup Leader

**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 have taken note of the house rules of Nov. 22nd 2016 and the instructions of Sept. 21st 2007 concerning the security in the university facilities and buildings.

**I have read the informations above:**

Kiel, the

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