



As of: 06.06.2019

Application for  an (electronic) key to a room  
 after-hours access to a building

<p>① <b>Applicant:</b></p> <p>_____</p> <p>last name, first name</p>	<p><input type="checkbox"/> staff <input type="checkbox"/> guest (e.g. scholarship holder, student, visiting scholar)</p>
<p>② <b>University unit:</b></p> <p>_____</p> <p>department and research group or division, unit</p>	<p><b>staff / student ID number</b></p> <p style="text-align: center;">/</p>
<p>③ <b>Phone / email:</b></p> <p>_____</p> <p>university phone extension</p> <p>_____</p> <p>email</p>	<p><b>You must show an official form of ID in order to pick up a key.</b></p> <p><b>Keys are valid for the period of your employment contract.</b></p>
<p>④ <b>I hereby request the following access (via key / electronic key)</b></p>	
<p>Profile / door group (electronic keys): _____</p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>Profile / door group (electronic keys): _____</p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>Profile / door group (electronic keys): _____</p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>Key for research group: _____</p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>“A”-key for Biology (mechanical keys): <input type="checkbox"/></p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>Key: _____ building / room</p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>Additional information about electronic key: _____ building / room</p>	<p>from _____ to _____</p> <p style="text-align: center;"><small>date date</small></p>
<p>_____ date, applicant's signature</p>	
<p>⑤ <b>Approved by: supervisor/university teacher, director of the university division/unit/central institution/department</b></p> <p><input type="checkbox"/> Access to the room listed in no. 4 is required for work purposes.</p> <p><input type="checkbox"/> After-hours access to the building listed above is required for work purposes (only for staff, doctoral researchers or post-docs with a scholarship).</p>	
<p>_____ date, signature</p>	<p>_____ name in block letters</p>
<p>⑥ <b>Contact person if questions arise</b></p> <p>Mr / Ms _____ university phone extension: _____</p>	
<p>email address: _____</p>	<p>stamp of the respective research group, division or university unit</p>

Please fill in sections ① to ⑥ of this application form.  
**Note from “Schlüsselverwaltung” (key management)**

The (electronic) key listed above may only be used by the applicant. If the (electronic) key is lost, please notify the key management team immediately (room B 610, phone extension 2515). Before your employment contract with the university ends, please return your (electronic) key to key management.

## **Important information about (electronic) keys**

### **Having your key issued**

- (Electronic) keys are issued by Facility Management, “Schlüsselverwaltung” (key management) in room B 610.
- The key is valid for the period of your employment contract.
- Use of electronic keys: The keys have been programmed to work during the respective building’s opening hours. If you need after-hours access to a building, e.g. on the weekend or at night, please submit a separate application.
- Keys can only be picked up by the applicant himself/herself. Please give your signature to confirm you received the key. This signature also confirms you consent to the conditions for key usage.

### **Returning your key**

- Please return any (electronic) keys you received to the key management team if: your employment contract ends, you change organizational units at the university, your office location changes, or you will be on leave for more than 6 weeks (parental leave, special leave, etc.). All supervisors are responsible for ensuring their staff members return their keys.
- If the keys are not returned and the supervisor cannot reach the former staff member, then the supervisor must notify Facility Management of this fact.
- Another person can return (electronic) keys on behalf of the staff member.

### **If keys are lost**

- If you lose an (electronic) key, please notify the key management team immediately in writing, giving the details of how it happened.
- You must first report the loss of the key before you can receive a replacement.

### **Due diligence and liability**

- You will be charged € 30 to cover the expense of replacing your lost (electronic) key.
- You are responsible for taking good care of your (electronic) key(s). They must be kept in a safe place and may not be passed on to other persons or staff members without the prior written consent of Facility Management.
- Violation of these responsibilities indicate gross negligence.
- If a key is lost because of the intent or gross negligence of the holder, then he/she can be held liable for the resulting damages (e.g. cost of changing individual locks or groups of locks). The same is true for delayed reporting of a lost key (e.g. if items are stolen from locked rooms using the key).

### **Extension of key usage**

- Keys are issued for a limited period of time. If their usage is to be extended, the key holder must inform the key management team: either by submitting an application (in case of changes), or via email (if there are no changes). The email must provide the approval of the respective research team leader, professor or director of the university unit.  
It must also set the new expiry date for the key, unless the employment contract is for an unlimited period.