

Key Request

Contact Details	
OU/Institute	
Name	
Building	
Phone:	
Email:	
Reason for request:	

Quantity	Key number	Room	Employee	Notes

Further remarks

Date

Signature

PLEASE NOTE! **Delivery time is about 2 – 4 weeks. You can pick up your key/s after being informed by GuT!** Sharing the key/s with any third party without permission of building management is prohibited. The building management must be informed about key loss immediately. You are requested to return the key/s when resigning your job. A corresponding confirmation document will be issued. Should you disregard this regulation, the key/s will be revoked instantly. Any additional measures remain reserved for the building management.