

Please note: This is an unofficial translation for your convenience only and does not have any legal binding effects!
Only the German version is legally binding!

Key request form

Campus A
A1-A14, V01

Campus B
Library, Mensa,
Sport, ÖCO, V02-V04

Campus C
W0-W32,
Bot. Garden

Surname, Given name:		Office telephone:	
Organizational unit:			
Position:		E-mail:	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Contract ends:		

Approved by head of organizational unit/authorized manager

Date:	Name:	Signature <u>with official stamp</u> :

Details of required access			Keys returned	
Building - Floor - Room number	Quantity	Key number	Date	Signature
1)				
2)				
3)				
4)				
To be completed by the maintenance supervisor (Hausmeister)				

Declaration

I acknowledge that the key(s) issued to me may not be given to unauthorized third parties and that I may not produce a duplicate of the key(s) or order duplicates from a third party. The key(s) may only be used for official purposes.

I confirm that I will inform Division 4: Facility Management immediately if a key is lost or stolen. I am entirely responsible for ensuring the safe return of any keys issued to me that I have temporarily given to a student or research assistant to complete a specific task.

I am aware that I am responsible for bearing the costs of any measures required as a consequence of negligent key loss which may include changes to central locking systems.

I have received the keys listed above from the Carl von Ossietzky University of Oldenburg which I will return immediately to the maintenance supervisor (Hausmeister) on the termination of my membership of the University. I confirm that I have fully understood this declaration.

Date:	Signature:

Keys are issued by the maintenance supervisor (Hausmeister)

Please observe the opening hours for issuing keys on the intranet/from [Division 4: Facility Management](#).

Campus A Room A7 0-029 Tel.: -2566 hausmeister.a@uni-oldenburg.de	Campus B Room B 2-203 Tel.: -2088 hausmeister.b@uni-oldenburg.de	Campus C Room W2 1-159 Tel.: -2123 hausmeister.c@uni-oldenburg.de
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