

Request for locking authorisation

Department V: Facility Management
Form V3.1

Location

The locking media guidelines
(*Schließmedienrichtlinie*) of
HSBI must be observed.
(www.hsbi.de → Search:
"Schließmedienrichtlinie")



Programming/issue

CampusCard Locking card Key

Personal details

Last name, first name

E-mail

Unit/faculty

Telephone

Student ID no. (for students)

Card no. (CampusCard)

Authorising unit

Last name, first name of the responsible professor/head of unit

Reason for request (*e.g., new employee, employee departure, change in work area*)

Temporary (*temporary locking authorisation is recommended for students, fixed-term contracts and external users*)

no yes, end date:

Room/door numbers

Date Requester's signature (*signature confirms that the locking media guidelines have been read and agreed to*)

Date Responsible professor's/head of unit's signature

<i>Processing takes place depending on the requester's affiliation:</i>	
<i>Faculty of Engineering and Mathematics</i>	<i>Room E 221 (HSBI main building)</i>
<i>Faculty of Social Sciences</i>	<i>Room C 111/C 113 (HSBI main building)</i>
<i>Bielefeld School of Business</i>	<i>Room B 332 (HSBI main building)</i>
<i>Faculty of Health</i>	<i>Room F 330 (HSBI main building)</i>
<i>Library and Data Processing Centre</i>	<i>Room B 011/B 014 (HSBI main building)</i>
<i>Others (University Administration, AStA, service providers, etc.)</i>	<i>Room A 419/A 421 (HSBI main building)</i>
<i>Building G</i>	<i>Room G2-367 (Building G)</i>
<i>Kurt-Schumacher-Strasse 6, Building D</i>	<i>schliessberechtigung.kss@hsbi.de</i>
<i>Faculty of Minden Campus</i>	<i>Room B 117 (Minden Campus)</i>
<i>Minden Campus other units</i>	<i>Room E 01 (Minden Campus)</i>
<i>Gütersloh Campus</i>	<i>Room 014 (Gütersloh Campus, Gleis 13)</i>
<i>Lampingstraße Faculty of Design and Art</i>	<i>Room 102-104 (Lampingstraße)</i>
<i>Lampingstraße other units</i>	<i>Room 132 (Lampingstraße)</i>

Processing note

Completed by / date

Card handed out to (name)

Entered in the LSM Card programmed

Note