ETH zürich

2-223-21F Signature Card key managers

Signature card for key managers

to file to the responsible ISC

Organisational unit   _____

Code   _____

Cost centre   _____

Institute / department   _____

Professorship / division   _____

Note / time limit /   _____

Restrictions   _____

Stamp of organisational unit

Key manager:

First name   _____

Surname   _____

ID number (ETH card)   _____

Role   _____

Location / date / signature   _____ _____

Principal:

First name   _____

Surname   _____

ID number (ETH card)   _____

Role   _____

Location / date / signature   _____ _____

*This signature card enables the Facility Management department to verify the authorisation of key managers. Key managers are authorised ETH employees from an organisational unit who may approve future key applications for the premises for which they are responsible. Excluded are authority passes (division and professorship passes), which may be authorised exclusively by the head of the institute or department concerned. **By signing this document you are confirming that you have read and accept your obligations according to "2-223-03W specification for key managers".** The Facility Management department reserves the right to reject applications that have not been filled in completely and to refuse to issue keys. Changes must be reported to the relevant ISC immediately. www.ethz.ch/isc*
Further information and documents can be found at: www.ethz.ch/key