

Request for locking authorisation

Department V: Facility Management
Form V3.2

Location

Programming/issue

☐ CampusCard ☐ Locking card ☐ Key

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



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

Processing takes place depending on the requester's affiliation:

Faculty of Engineering and Mathematics	Room E 111 (HSBI main building)
Faculty of Social Sciences	Room C 111 / C 113 (HSBI main building)
Bielefeld School of Business	Room B 332 (HSBI main building)
Faculty of Health	Room F 330 (HSBI main building)
Library and Data Processing Centre	Room B 011 / B 014 (HSBI main building)
Others (University Administration, AStA, service providers, etc.)	Room A 419/A 421 (HSBI main building)
Building G	Room G2-367 (Building G) and E 111 (HSBI)
Kurt-Schumacher-Strasse 6, Building D	schliessberechtigung.kss@hsbi.de
Faculty of Minden Campus	Room B 117 (Minden Campus)
Minden Campus other units	Room F 101 (Minden Campus)
Gütersloh Campus	Room 014 (Gütersloh Campus, Gleis 13)
Lampingstraße Faculty of Design and Art	Room 101-107 (Lampingstraße)
Lampingstraße other units	Room 132 (Lampingstraße)

Processing note

Completed by / date

Card handed out to (name)

☐ Entered in the LSM ☐ Card programmed

Note