

Leipzig University of Applied Sciences

Locking System Service Instructions

Last amended 8 April 2009

For improved legibility, this document uses the male gender for female and male individuals alike. When used in these regulations, words of male gender refer to the female gender as well.

§ 1 **Scope**

- (1) The locking system services instructions apply for all buildings and service rooms, as well as their corresponding external facilities, which have been granted for use by the HTWK Leipzig.
- (2) The locking system service instructions apply to all persons who, for purposes of carrying out their duties, receive transponders for digital locking cylinders and/or keys for mechanical locking cylinders as well as the HTWK card with a personal PIN for the correct opening and closing of premises as defined according to paragraph 1.

§ 2 **Exercise of Locking Rights**

- (1) Exercise of locking rights lies with the Chancellor of the HTWK Leipzig. The Chancellor has the right to transfer locking rights for individual parts of HTWK Leipzig buildings to third parties.
- (2) The responsibility of storing and managing the transponders for digital locking cylinders is transferred by the Chancellor to the Department of Technology.

Storage and management of the keys for mechanical locking cylinders can be transferred, in part or in whole, by the holder of the locking rights to designated key holders.

Management of the HTWK card is laid down in the HTWK Leipzig guidelines on the use of the HTWK card.

(3) Transponders are issued by the Department of Technology on the condition that written consent has been given by the dean or head of the department and the Chancellor. Receipt of the transponder must be confirmed by way of a signature on the transponder issue card.

Keys are issued by the key holder on the condition that written consent has been given by the dean or head of the department and the Chancellor. Receipt of each key must be confirmed by way of a signature on the respective key card.

Issuance of the HTWK card is laid down in the HTWK Leipzig guidelines on the use of the HTWK card. Activation of the HTWK card for building entrance doors and classrooms is carried out for employees and persons from outside the university by the administrator of the respective faculty or department. The HTWK card will be activated by the administrator of the enrolling faculty. This also applies for interdisciplinary courses of study. In each case, activation requires the agreement of the department head. The administrators are required to keep a complete record of the activation of each HTWK card.

The dean or head of each department shall decide independently, for the persons they are in charge of and for the students enrolled at the respective faculty, which doors can be opened using the HTWK cards.

Every user of the HTWK card is obliged to have a PIN set up for their HTWK card by the administrator responsible for this. This PIN is necessary for opening building doors using the HTWK card.

(4) Transponders which are no longer required are to be returned to the Department of Technology. The person returning the transponder will be given a receipt from the Department of Technology.

Keys which are no longer required are to be returned to the key holder. The person returning the key will be given a receipt from the key holder.

Returning the HTWK card is laid down in the HTWK Leipzig guidelines on the use of the HTWK card.

(5) Part of these locking system service instructions are Appendices 1 to 6, which contain application forms for the issuing of a transponder or keys, as well as for a change in the allocation of an individual transponder.

(6) Employees who leave the university must have it confirmed on the tracking sheet (provided by the by the Human Resources Department) by the respective key holder and the Department of Technology that they have returned any transponders and all keys assigned to them.

(7) Persons who require temporary entry, using a transponder, to premises of the HTWK Leipzig for a total of less than one month, shall receive this on request (form in Appendix 3) from an authorized employee of the faculty or department responsible. The transponder shall be activated temporarily for the necessary rooms. Payment of a deposit does not apply. Receipt of the transponder must be confirmed to the authorized employee. When the transponder is handed over, the person receiving it must be informed of the content of these service instructions. After the period of use has expired, the transponder must be returned via the authorized employee of the faculty or department responsible to the Department of Technology.

§ 3

Locking System at the HTWK Leipzig

(1) Buildings are closed at the HTWK Leipzig using a locking system consisting of digital locking cylinders. Conversion to this locking system is occurring in stages and is dependent on technological and financial opportunities.

(2) Entrance doors to parts of buildings and to special classrooms or specific rooms are opened using an HTWK card which has been activated for entering the building/rooms. A PIN is also required to activate certain doors. Permission to lock these doors using a transponder or keys is only granted in exceptional cases.

(3) The opening and closing of parts of buildings for normal university operations is performed centrally via the electronic locking system or by authorized personnel. Entry outside of these opening times is generally only possible with an HTWK card and personal PIN.

(4) The digital locking cylinders are operated with the help of transponders. These are programmed according to the locking rights assigned to the respective employee of the HTWK Leipzig or authorized third party. The transponders replace all possible key functions (master, group and individual keys).

(5) Lecture theaters and seminar rooms which are allocated centrally are combined in one locking group. All persons engaged in carrying out teaching and examination functions are authorized for this locking group.

Only the digital locking cylinders for lecture theaters, seminar rooms which are allocated centrally and areas where security is a high priority are monitored in terms of access to them, with the opening and closing of the corresponding rooms being registered. Reading the saved data from such a locking cylinder can only be carried out by the administrator or their representative. Evaluating this locking information is only permissible for the prosecution of criminal offenses.

(6) Buildings and building complexes of the HTWK Leipzig which have yet to be equipped with digital locking cylinders, continue to be locked using the existing, conventional system.

The locking systems used in these buildings can be divided into the following types of key::

- a) Master/main keys,
- b) Group keys,
- c) Room keys.

Outer door/building keys are only issued under special circumstances. Rules on ordinary access are stated in § 3 paragraph 3.

(7) For the buildings/building complexes, the following key divisions and responsible parties are in place:

The issuance/keeping of master and main keys which have not been issued for the campus facilities

Geutebrück Building (Karl-Liebnecht-Straße 132),
Föppl Building (Kochstraße 85),
Lipsius Building (Karl-Liebnecht-Straße 145),
Natural Sciences Laboratory Building(Gustav-Freytag-Straße 41 A),
Zuse Building (Gustav-Freytag-Straße 42 A) und
old University Library (Gustav-Freytag-Straße 42)

and the decentralized buildings

Wiener Building (Wächterstraße 13),
Gutenbergplatz 2 - 4,
Rabensteinplatz 1,
Koburger Straße 62 – building I and building II,
Riquetstraße 8 and
Ring 14

lies with the Chancellor. The issuance/safekeeping of all other keys which have not been issued lies with the Department of Technology.

(8) The Department of Technology keeps a complete record of the number of transponders, when these are issued and returned, and the door allocations of the individual transponders.

The key holders shall keep a complete record of the number of keys as well as when these are issued and returned, in the form of key cards or key books.

(9) Before they are handed over, any students of the HTWK Leipzig or authorized third parties who are issued with transponders and/or keys (after permission has been granted by the Chancellor) must show that they have paid a deposit of

- d) 30,00 euros for a transponder and
- e) 20,00 euros for each key.

The deposit can be paid at the HTWK Leipzig's payment office in room 114 of the Geutebrück Building.

The respective deposit will be returned by the payment office of the HTWK Leipzig once the return of a transponder or key has been confirmed.

A deposit may be claimed retroactively for transponders and keys which have already been issued but for which no deposit was charged.

Should a user refuse to pay the deposit, any locking permissions shall expire immediately (collection of any transponders and keys which may have been issued, blocking of the transponder and HTWK card).

§ 4

Using Transponders, Keys and the HTWK Card

(1) All university members must treat the transponders, keys and HTWK card given to them for purposes of carrying out their duties with care, and protect these from lost or theft.

(2) Paragraph 1 applies accordingly to persons from outside the university who have transponders, keys and an HTWK card made temporarily available to them for purposes of carrying out their duties.

(3) If transponders, keys or the HTWK card are lost, then this must be reported to the departments responsible for issuing transponders, keys and the HTWK card. In parallel to this, the Department of Technology (fax 30 76 64 54) must be informed of the loss in writing. The notification of loss must contain the following information: Time, location and circumstances of the loss as well as an indication of the rooms which can be closed using the transponder, keys or HTWK card in question. If there is evidence of a delayed notification of loss, the damages incurred as a result of this failure to act promptly may lead to claims for damages or disciplinary measures.

(4) Persons who have received transponders, keys and/or an HTWK card for purposes of carrying out their duties are not entitled to give these to third parties and to thus enable third parties to gain access to rooms described.

(5) Using any aids to bypass locking mechanisms and thus enable access to third parties is prohibited.

§ 5

Liability

(1) Members of the HTWK Leipzig or third parties who improperly use the locking system shall be liable for any damages incurred as a result of this.

(2) Any costs incurred as a result of buying replacement transponders (30.00 euros), replacing locks to maintain security levels or buying replacement keys are to be borne by the person who caused said costs. In the case of higher-level keys, this can also mean securing and replacing a system of locks for the entire locking system of a building (replacement purchase).

(3) Furthermore, persons who violate the locking system service instructions may also be held liable for consequential, indirect damages caused, such as due to theft or vandalism.

§ 6 Infringements

(1) Any infringement of these locking system service instructions will be pursued by the Chancellor or other persons assigned with ensuring that the rules of the premises are adhered to.

(2) In the case of serious infringements (§ 5 paragraph 3 or a repeated occurrence), the transponders and/or keys given to the person may be withdrawn or the transponders and/or HTWK card may be blocked.

§ 7 Final Provisions

(1) Violations of these locking system instructions may be pursued and punished according to service law, civil law and criminal law.

(2) When transponders, keys and/or the HTWK card are handed over, every person must be informed of the content of these locking system service instructions and this must be documented. With their signatures, the signatories declare that they accept the locking system service instructions, in particular the legal consequences described therein. All persons already in possession of transponders, keys and/or an HTWK card for the premises described, shall be informed according to paragraph 3 sentence 1 once the locking system instructions have come into force.

(3) No persons who do not accept the locking system instruction will be issued with transponders and/or keys; transponders and keys which have already been issued shall be withdrawn. The HTWK card shall be blocked for access to buildings and rooms of the HTWK Leipzig.

(4) The locking system service instructions of the HTWK Leipzig, last amended on 8 April 2009, come into effect on the day after they are signed, replacing the version from 19 August 2002.

Leipzig, 8 April 2009

Prof. Dr. rer. nat. U. Ziegler
Chancellor

Appendixes

- Appendix 1 Application for first issuance of transponders for employees
- Appendix 2 Application for first issuance of transponders for students/external persons with access authorization
- Appendix 3 Application for issuance of transponders for external persons with access authorization restricted to less than one month
- Appendix 4 Application for first issuance of keys for employees
- Appendix 5 Application for first issuance of keys for students/external persons with access authorization
- Appendix 6 Change in allocation and/or extension for transponders/keys for employees/students/external persons with access authorization