

System key rules and regulations in AGH UST Student Campus dormitories

1. A system key is an element of an organized, mechanic object closing system, which increases the security of people and property located in those objects.
2. All system keys are technically marked and they are connected to identification key rings.
3. All users should take great care of their given system keys and use them, as intended, to open rooms to which they were destined, under given permission.
4. All system keys should be kept under conditions precluding dirt, greasiness or any other fluids.
5. In rooms in which doors system key elements have been installed, users **must not dismount or change** those elements.
6. Any manipulation with system keys, which may lead to a damage of the key, key's profile or it's markings, is strictly forbidden.
7. **All key users are obligated to protect their given key from its loss. Losing a system key will result in charging the user for the key loss** (according to Attachment 1).
8. Any abnormalities (technical defects) resulting from closing systems (keys, locks) exploitation should be immediately reported to the Dormitory Administration.
9. **A key loss must be immediately reported to the Dormitory Administration, in order to launch proper safety procedures.** Presumptive subsequent key discovering does not cancel the costs of keys and locks replacement.
10. **Passing your system key to third persons is forbidden.**

Attachment 1

Costs of keys and locks replacement in case of key loss

Target: eliminate the missing key from the closing system and implement a new system combination

Room type	New element – lock* (the maximum number of pieces to replace)	New element – key* (the maximum number of pieces to replace)
A room in a 4-room studio	3	7
A room in a 2-room studio	3	6
A solo double room	1	3
A solo triple room	1	4

*according to the going prices of the key system service, in 2016 the unitary price of each system element is:

- a system key – 25 PLN
- a system lock – 137 PLN
- a identification key ring – 10 PLN