

System key rules and regulations in AGH UST Student Campus dormitories

1. The system key is an element of an organized, mechanic object closing system, which increases the safety of people and property located in those objects.
2. All system keys are technically marked and they are combined with 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, dust or any other fluids.
5. In rooms in which door 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 the 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 elements (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 finding does not cancel the costs of keys and locks replacement.
10. **Passing your system key to third persons is forbidden.**

Attachment 1

Costs of replacing of an individual key in case of key loss

Target: eliminating the missing key from the closing system and implementing 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)
Double room in the basic standard	2	3
Triple room in the basic standard	2	4
Double room in the comfort standard	2	3
Double room in the comfort+ standard	1	3

*according to the current prices given by the key system service, the unitary price of each system element is:

- a system key – 30 PLN
- a system lock – 150 PLN
- an identification key ring – 10 PLN

** In case of an unusual room type (e.g. a triple room in the comfort+ standard) information about the number of elements that need to be replaced is available in the Dormitory Administration.