

To the Director of the Physics Department "E. Fermi"

I, the undersigned _____, as a

- UniPi Professor
- Researcher
- Research fellow
- PhD Student
- Undergraduate student
- Other (specify): _____

hereby request the activation of a badge to enter the Physics Department "E. Fermi"

- from ___/___/___ to ___/___/___
- for (check boxes relevant to your case)
 - building B:
 - main gates (external gates)
 - interior doors, first floor + Polo Didattico Fibonacci
 - interior doors, first floor + Polo Didattico Fibonacci + research labs in Building B
 - all gates (permanent positions only)
 - building C (INFN): external gates

According to the Department access guidelines, I declare that:

- my office is in the building (B or C) ____, on the ____ floor, office number _____;
- I am aware that my badge is strictly personal. It must not be given to other people, left unguarded, or used to let other people enter the Department;
- I am aware that there is a tracking/monitoring system at doors; records can be used for management purposes/security of the Department;
- I am aware that my card can be deactivate anytime in case of needs related to management purposes/security of the Department, without warning message;
- In case of loss of the access card, I undertake to notify immediately the Department Administration Offices;
- I undertake to use correctly the Department space, rooms, offices etc.; to not disturb other people in their activities; to not damage infrastructures and instrumentation;
- I undertake to carefully follow general rules of good behavior and respect other workers.

Date _____

Signature _____