

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

Entry Authorization at the Department of Physics

Date (Year/Month/Day): ___/___/___

I, the undersigned _____, born in _____ (___) on ___/___/___, declare that complete and clear instructions have been given to me by the Dept. of Physics, regarding access and safety procedures, emergency procedures (I also read and understood related signboards), behavioral guidelines, which I will fully and carefully respect.

Signature _____

I, the undersigned _____, Prof. at the Dept. of Physics, supervisor of _____, confirm what above reported, including but not limited to that fact that I provided her/him with complete instructions for what needed from my side.

Signature _____

Entry badge request

I, the undersigned _____, as a PhD Student in Physics

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 _____