



# School of Engineering Douglas Campus Townsville, Queensland

## Student Declaration for Issuing of University Keys

By signing this agreement, I agree to the following:

- I will only use the key to access the rooms and/or labs that I have been authorised to access.
- I will not loan the key to another person or use the key to allow another person into any room and/or lab.
- I will sign the relevant sign-in books when entering or exiting buildings.
- I will always wear appropriate footwear and safety equipment.
- I will lock rooms/ labs when exiting, even if I am leaving for only a short time.
- I will not tamper with other student's projects or any PC's not assigned to me.
- I will not remove any equipment from labs or rooms.
- I understand that no food or drinks are to be allowed in the rooms or labs.
- I will not smoke in any of the rooms or labs.
- I will leave the rooms or labs in a clean and tidy state.
- I will not open or tamper with any University equipment including computer equipment.
- I will not work on equipment alone where voltages of  $\leq 50\text{VDC}$  or  $70\text{ VAC}$  are exposed.
- Under no circumstances will I leave any doors propped open.

***Thank you for keeping the School of Engineering safe and secure.***

### Deposit and returning the key

I understand that a deposit of \$20 per key is required and that it will be refunded when I return the key/s at the end of the year. I also understand that if I lose any of the University key/s I forfeit my deposit of \$20 for that key and will need to complete a **Statutory Declaration** confirming that I have lost the key/s and submit this to the School Office (blank Statutory Declarations can be obtained from the School Office). I understand that if I am subsequently unable to return the key and fail to submit a Statutory Declaration my thesis grade may be withheld.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Discipline: \_\_\_\_\_ Room/s to access: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Approval received: \_\_\_\_\_

I agree to the above declaration and agree to fully abide by all the rules listed on this agreement. I have received the University key/s and have paid the required deposit.

**Office Use**  
Copy form, attach email from super to the original and log

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have returned all of the University key's allocated to me (or completed a Statutory Declaration) and if applicable, have been reimbursed the deposit.

**Office Use**  
Refund deposit and log

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Signature: \_\_\_\_\_ Date: \_\_\_\_\_