ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

ETH Zurich Services portal, authorising key requests

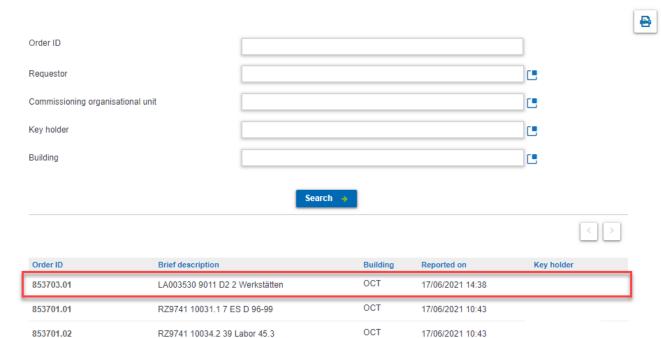**Services portal website**   www.immobilien-services.ethz.ch

Select the "Pending authorisations" menu from the "Authorisations" section.

You will then see all outstanding key loss reports. Select the request you wish to assess.

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Checking key/badge losses

Once a request has been selected, all details associated with it are displayed. The Assess button allows you to move to the next stage of the assessment on whether the missing key and badge is critical/non-critical.

Key loss rating

Parent level	853703.00, Verlustmeldung
Requestor	
Order ID	853703.01
Order description	LA003530 9011 D2 2 Werkstätten

Key holder

Key holder	Max Mustermann

> Phone
> Email
> Department
> ∂ ETH people search

Department	

Additional contact details

Date of birth	Friday, 31 December 1999
Private adress	Kronenstrasse 9, 8000 Zürich
Mobile	076 555 55 555
Email	max.mustermann@ethz.ch

Key manager

Key manager	Frieda Fröhlich

> Phone
> Email
> Department
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Key loss

Place of loss	zwischen Zürich und Wintherthur
Room	
Time of loss	Saturday, 1 May 2021
Remarks	Bei einer Wanderung zwischen Fehraltorf und Winterthur aus dem Rucksack gefallen

Details about the loss

Keys to building	CLA
List of all lost keys/badges	CLA D14.1

Lost Keys

Key	Key description	Nr.	Description
LA003530, CLA	9011 D2	2	

Rate →

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Assessing key/badge losses

Please assess the loss. A reason and explanation must also be provided when a key loss is classed as critical.

Key loss rating

* Key loss rating	○ Nicht kritisch ○ Kritisch
Reason for critical rating	☐ Schlüsselträger ☐ Raum ☐ Schlüssel
Explanation	

Submit →   **Cancel →**

The key loss assessment ends when you press submit. Key losses deemed critical must be reported to the Security Section of the SSHE administrative department without delay. The Security Section will then contact you to determine whether any potential further measures are required.