**Record of opening the premises with the emergency key**

Date: time: name of receptionist

|  |  |  |
| --- | --- | --- |
|  |  |  |

The compartment that was opened with the emergency key (envelope number):

|  |
| --- |
|  |

Reason for opening the area (suspicious person, natural event, accident, malfunction, ...):

|  |
| --- |
|  |

Person in charge of the premises notified:

Name:

|  |  |
| --- | --- |
|  |  |

Minutes confirmed by the person in charge of the premises (date, time, notes):

|  |
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|  |

**The key is placed back in the envelope and sealed by the person responsible for FI\*) :**

|  |  |  |
| --- | --- | --- |
| Today: ............................................... | Name of responsible person: | Signature of the responsible person: |

\*) Secretary/Head of Buildings Management