



How to Use Your Key Fob

GHR issue residents with either a button or card key. Which key you receive is dependent on your block. This key opens all the doors to which you have access.

It is very important that you do not part with your key fob and always keep it on your person. If it is lost, report it immediately to the Accommodation Office in order for it to be cancelled.

A €30 or €10 charge will be applied to replace lost keys. This isn't to penalise residents, it's a charge levied on us by the key company to replace old keys. €30 applies to the button keys; €10 to cards.

Your key fob is used as an ID by the accommodation office. DO NOT swap or mix-up your key with roommates, flatmates or friends. Students found with key fobs NOT in their name will have them immediately revoked by the Accommodation or Security Office.

Griffith Halls of Residence does not take any responsibility for lost or stolen keys not reported to the Accommodation Office. Keys remain the property of the Griffith Halls of Residence and can be withdrawn at any time.

We have posted a handy Instagram video that explains your key's 'Office Mode' function, which allows you to exit your bedroom and re-open the door without needing to take your key with you. You can find the video [here \(button keys\)](#) and [here \(card keys\)](#).

