

**Annex to SARS-CoV-2 hygiene concept  
- Order form for protective masks**



Universität Stuttgart

Date:		
Institut or facility	Name, adress	
Contact person responsible	Name	Phone number (mandatory field)
Signature of contact person with stamp (mandatory field)		With my signature, I confirm that the data provided is correct. The protective masks provided will be used for official purposes only.

Monthly requirement	Number of pieces (PU)	Remark (where appropriate, justification for increased requirement)
Mouth and nose mask (PU: 10)	One-time delivery <input type="checkbox"/>	
Only in justified exceptional cases FFP2 mask (PU:5)	One-time delivery <input type="checkbox"/>	

To be filled in by the Safety Department

	Date	Initials / remark
Order checked and released		

**Important instructions:**

Please fill out the form and send it via internal mail to  
[Safety Department, Pfaffenwaldring 59, 70569 Stuttgart](mailto:sicherheitswesen@verwaltung.uni-stuttgart.de)  
 or send a scan to: : [sicherheitswesen@verwaltung.uni-stuttgart.de](mailto:sicherheitswesen@verwaltung.uni-stuttgart.de)

Please indicate your **monthly** requirement. Only complete PU (packaging units) will be allocated. They will be regularly delivered at the start of the month as long as the measures are necessary. A further order is necessary only if your requirement changes.

In principle, before using personal protective equipment (protective masks), technical and organizational measures (e.g., protective distance, transparent protective partitions, and telecommuting) must be implemented.

The protective masks are to be used for official purposes only. At present, protective masks cannot be provided for students or business partners of the university. Exceptions to this rule require the approval of the university management.

The quantity of masks allocated will be documented. A later cost sharing (which would then have to be decided by the Rectorate) should be possible.

The masks should be used sparingly. Please note the information on the different mask types as well as the service life on the respective information sheet.

The masks will be sent by internal mail.