

CITY HALL ACCESS CARD REQUEST FORM

	<u>FT STAIR</u>	<u>INFO</u>	<u>CT CLERK</u>	<u>CODES</u>	<u>COMP RM</u>	<u>FINANCE</u>	<u>MAIL RM</u>	<u>ENG.</u>	<u>ADMIN.</u>	<u>MAYOR</u>	<u>BACK DR</u>	<u>VAULT</u>	<u>CAGE DR</u>	<u>R. STAIR</u>	<u>WK END</u>
<input type="checkbox"/> SUPERVISOR 1 Doug B./Steve H.	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	YES
<input type="checkbox"/> SUPERVISOR 2 Dept. Heads/Mayor	24/7	24/7	24/7	24/7		24/7	24/7	24/7	24/7	24/7	24/7		24/7	24/7	YES
<input type="checkbox"/> SUPERVISOR 3 I.S. Staff	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7	24/7		24/7	24/7	YES
<input type="checkbox"/> WORKER 1 Hourly Staff	7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30		7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30		7:30-17:30		7:30-17:30	NO
<input type="checkbox"/> WORKER 2 Finance Staff/B. Wilson	7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30		7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30		7:30-17:30	7:30-17:30	7:30-17:30	NO
<input type="checkbox"/> GUEST	7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30		7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30	7:30-17:30				7:30-17:30	NO

To request a Facility Access Card, place a check next to the desired profile above, and complete the following information.

Date: _____

Department: _____

Supervisor: _____

Supervisor Signature: _____

Cardholder: _____

Cardholder Signature: _____

Submit this request to the City Administrator. When the card has been programmed, it will be delivered to the designated cardholder.

City Administrator Approval: _____

Card/Fob #: _____

What should you do if you forget your access card?

Contact an I.S. staff member and you will be issued a temporary access card. Return the card to an I.S. staff member at the end of the day.

What should you do if you have lost your access card?

Contact an I.S. staff member immediately and report the lost access card. You will be issued a new access card.

What should you do if your access card will not work?

Contact an I.S. staff member.