

PUBLIC WORKS DEPARTMENT ACCESS CARD REQUEST FORM

Created 11/17/2006

Date: ____/____/____

Department: _____

Employee Name: _____

Employee Signature: _____

Employee Number: _____

Access Card #: ____:_____

Time Schedule

- Schedule 1 5:30-16:00
- Schedule 2 24/7/365
- Schedule 3 4:30-19:00
- Schedule 4 3:30-17:00
- Schedule 5 7:00-18:00

Access Control Levels

	<u>BUILDING ENTRANCE</u>	<u>GATE</u>	<u>FLEET</u>	<u>EVIDENCE ROOM</u>
<input type="checkbox"/> Level 1	Yes	Yes		
<input type="checkbox"/> Level 2	Yes	Yes	Yes	
<input type="checkbox"/> Level 3	Yes	Yes	yes	Yes
<input type="checkbox"/> Level 4		Yes		

To request a Facility Access Card, place a check next to the desired schedule and access level above, and complete the following information.
Please note, each employee needs only one access card. If the employee has a card, use that number for this facility. (the same access card will be used for all facilities).

Access to what other buildings?: _____

Supervisor: _____

Supervisor Signature: _____

Dept. Head: _____

Dept. Head Signature: _____

Submit this request to the Public Works Director.
When the card has been programmed, it will be delivered to the designated cardholder.

Public Works Director Approval: _____

Date: _____