

### FACILITY ENTRY FORM (rev 10/24/19)

SCHOOL \_\_\_\_\_

DATE: \_\_\_\_\_

**The following staff member/s is authorized to be on campus:**

\_\_\_\_\_  
 Print Name (Opening Responsibility)

\_\_\_\_\_  
 (Room #, Area and/or Part of School)

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 (Room #, Area and/or Part of School)

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 (Room #, Area and/or Part of School)

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 (Room #, Area and/or Part of School)

\_\_\_\_\_  
 Print Name (Closing Responsibility)

\_\_\_\_\_  
 (Room #, Area and/or Part of School)

**ON**

\_\_\_\_\_  
 (Day & Date)

from \_\_\_\_\_ to \_\_\_\_\_  
 no earlier than 8:00 am to **no later than 5:00 pm**

Approved by \_\_\_\_\_  
 Signature of Site Administrator

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#### INSTRUCTIONS FOR USE

- This form is to be completed by the site administrator for all staff members who are authorized to be in the building *when a custodian is not on duty*. Authorized employees must call security at **644-8734** when arriving and leaving site. **Everyone must be out by 5:00 p.m. on weekends.**
- If more than one person is authorized for any given day/time, designate one person to be in charge of opening and/or closing. This person shall ensure that all other staff has left. All staff members are responsible for securing their area.
- This form should be distributed as follows: Operations Office, Site Administrator and staff member/s. (Note: **Each staff member must have this form in his or her possession when on school premises.**) Security personnel may request staff identification.
- Entry forms **MUST** be received in the Operations Office prior to the authorized entry. School Entry Forms are to be faxed to the Operations Office at 644-8983 **before 3 p.m. on Fridays.**
- If the above instructions are not followed, staff members will be asked to leave the site.