

FACILITY ENTRY FORM (2/21/23)

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

_____ from _____ to _____
(Day & Date) (Time) no earlier than 8a to no later than 5p

Approved by _____
Signature of Site Administrator

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/Security, 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 Operations prior to the authorized entry. School Entry Forms are to be scanned to busdsecurity@berkeley.net or to lorennakamura@berkeley.net BEFORE 3 p.m. on Fridays.
- If the above instructions are not followed, staff members will be asked to leave the site.