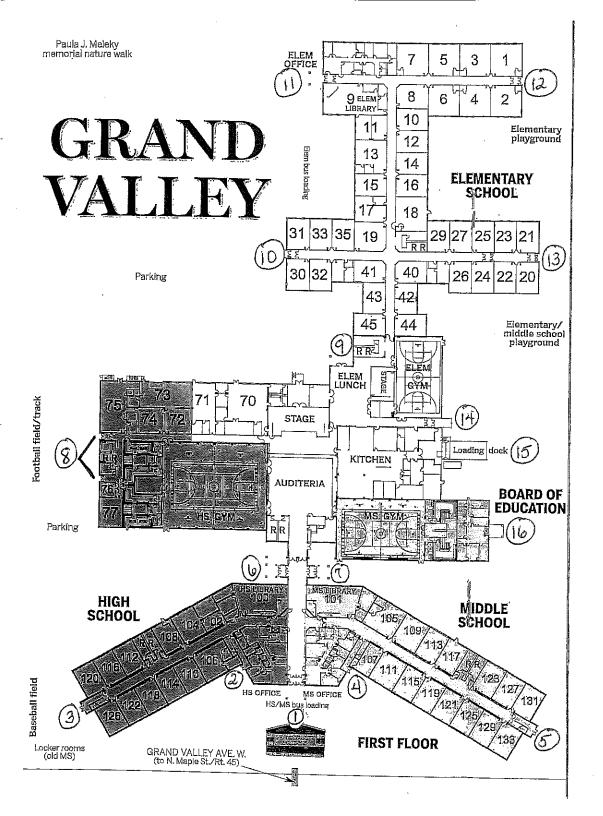
GRAND VALLEY LOCAL SCHOOLS REQUEST FORM FOR DOOR FOB

(Please fill out the following information and only request access to necessary doors.)

NAME					DATE				
TITLE (Please Check One)									
Administrator	Teacher	Coach	Custodial/ Maintenance	Food Service			port aff	Other (Please Specify Title)	
ACCESS START DATE					ACCESS END DATE				
DOORS (Plea	se see map	on the back)							
1) High School/Middle School Main Entrance 2) High School Side Entrance 3) High School South Entrance 4) Middle School Side Entrance 5) Middle School North Entrance 6) Center "Events" South Entrance 7) Center "Events" North Entrance 8) Athletic Director and AG/Shop Entrance 9) Elementary Cafeteria Entrance ACCESS REQUEST (Door will Re-Lock)				10) Elementary 3 rd Grade Hallway 11) Elementary Main Entrance 12) Elementary Playground "Kindergarten" Entrance 13) Elementary Playground "2 nd Grade" Entrance 14) Elementary Gym Hallway Entrance 15) Receiving/Loading Dock Entrance 16) Board Office Entrance 17) Field House Weight Room Entrance 18) Field House Front Entrance UNLOCK ACCESS REQUEST (Door will Remain Unlocked)					
Group I	B (Middle School) Doors 1+4+5+7 C (Elementary School) Doors 9+10+11+12+13+14				Gro	oup A oup B oup C	(ES "Student Access" Main) Door 11 (ES "Student Access" 3 rd Grade) Door 10		
Group E (Coach Field House) Doors 17+18 Group F (Kitchen) Door 14 Group G (Loading Dock) Door 15 Group H (Board Office) Door 16 Group I (Custodial/Maintenance) All Doors Group J (Administration) All Doors Group K (Specify Doors)					Gro	oup E oup F oup G oup H	(Coach Main Building) Doors 1+6+8 (Coach Field House) Door 17+18 (Board Office) Door 16		
APPROVAL(S) Date				Date					
Supervisor					Administrator				
Door fobs may not be transferred to another person. When fob is no lo					onger needed, the door fob MUST be returned to the Board of Education Office Date Issued				
Revised 7-1-17					Date Returned				



FIELD HOUSE

