

# 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/<br>Maintenance | Food<br>Service | Support<br>Staff | Other<br>(Please Specify Title) |
|               |         |       |                           |                 |                  |                                 |

ACCESS START DATE \_\_\_\_\_

ACCESS END DATE \_\_\_\_\_

DOORS (Please see map on the back)

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1) High School/Middle School Main Entrance</li> <li>2) High School Side Entrance</li> <li>3) High School South Entrance</li> <li>4) Middle School Side Entrance</li> <li>5) Middle School North Entrance</li> <li>6) Center "Events" South Entrance</li> <li>7) Center "Events" North Entrance</li> <li>8) Athletic Director and AG/Shop Entrance</li> <li>9) Elementary Cafeteria Entrance</li> </ul> | <ul style="list-style-type: none"> <li>10) Elementary 3<sup>rd</sup> Grade Hallway</li> <li>11) Elementary Main Entrance</li> <li>12) Elementary Playground "Kindergarten" Entrance</li> <li>13) Elementary Playground "2<sup>nd</sup> Grade" Entrance</li> <li>14) Elementary Gym Hallway Entrance</li> <li>15) Receiving/Loading Dock Entrance</li> <li>16) Board Office Entrance</li> <li>17) Field House Weight Room Entrance</li> <li>18) Field House Front Entrance</li> </ul> |
|---|--|

ACCESS REQUEST (Door will Re-Lock)

UNLOCK ACCESS REQUEST (Door will Remain Unlocked)

- \_\_\_ Group A (High School) Doors 1+2+3+7
- \_\_\_ Group B (Middle School) Doors 1+4+5+7
- \_\_\_ Group C (Elementary School) Doors 9+10+11+12+13+14
- \_\_\_ Group D (Coach Main Building) Doors 1+6+8
- \_\_\_ 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) \_\_\_\_\_

- \_\_\_ Group A (HS "Student Access") Door 3
- \_\_\_ Group B (ES "Student Access" Main) Door 11
- \_\_\_ Group C (ES "Student Access" 3<sup>rd</sup> Grade) Door 10
- \_\_\_ Group D (ES "Student Access" Cafeteria) Door 9
- \_\_\_ Group E (Coach Main Building) Doors 1+6+8
- \_\_\_ Group F (Coach Field House) Door 17+18
- \_\_\_ Group G (Board Office) Door 16
- \_\_\_ Group H (Custodial/Maintenance) All Doors
- \_\_\_ Group I (Administration) All Doors
- \_\_\_ Group J (Specify Doors) \_\_\_\_\_

APPROVAL(S) Date \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Administrator \_\_\_\_\_

\*Door fobs may not be transferred to another person. When fob is no longer needed, the door fob MUST be returned to the Board of Education Office\*

FOB # \_\_\_\_\_

Date Issued \_\_\_\_\_

Revised 7-1-17

Date Returned \_\_\_\_\_

# GRAND VALLEY

# FIELD HOUSE

