



## Alarm code request form

Job title or position: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date needed: \_\_\_\_\_ Length of need: \_\_\_\_\_

Building where you work: \_\_\_\_\_ Building where you need a code: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Specific areas you need access to: \_\_\_\_\_

Place an X in each partition needed: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ (Check with the office for partition information)

Please list three (3), four-digit combinations that you can remember and would like to be considered as a possible code. Only one will be assigned. Your preferred number should be the first number listed.

Preferred Number

1<sup>st</sup> Alternative

2<sup>nd</sup> Alternative

3<sup>rd</sup> Alternative

A code will be assigned to you under the following terms:

1. The code is for your use only!
2. You should not give the code to anyone.
3. Use of the building for reasons other than intended may result in the removal of your code from the system.
4. It is your responsibility for the security of the TOTAL building.
5. Persons under your supervision should not be in other building locations.
6. You are responsible for maintaining the security of ALL building doors and windows.
7. Limiting student access to other parts of the building will minimize the possible number of open or unlatched doors and windows that need to be checked.
8. Coaches, you must notify the athletic director of your intended use of any facility prior to the time of use, this includes both high school and middle school facilities.
9. Corridor gates must be secured at all times. If you open it, close and lock it immediately after you are through. (See #7 above)

**Do not write below this line – Office use only**

User number   Global arm  Station  Code

Partition access         Authorization level  O/C

1 2 3 4 5 6 7 8

PC out  -  -  PC in  -  -