

ADMINISTRATION BUILDING WEEKEND/AFTER-HOURS ACCESS - AUTHORIZED BY DEPARTMENT HEAD

The purpose of this form is to provide the listed employee(s)/contractor(s) with an occasional or one-time access into the building. To gain access, the employee will speak to the Communications Dispatcher through the intercom at the main entrance and show a district ID badge.

Date:**Name and Title:****Department:****Department Head Signature:**

EMAIL the completed form to SchoolSafety@lbschools.net Questions: 562-997-8006 School Safety Communications Center: 562-997-8101.

Submit: At least (1) day before access is needed. Hours: Monday – Friday, 8:00 a.m. to 4:00 p.m.

Employee Information		Status (✓)		Administration Building Assignment		Work Hours		Date
Last Name	First Name	Temporary	Contractor	Title	Name of Department	Start Time	End Time	