

**WOODLAND DATA CENTER 3rd Floor KEY(S)
And ACCESS CARD REQUEST FORM**

Name: (Full Name) _____

Job Title: _____ **Department:** _____

Soc. Sec. #: _____

Are you a CMSD Employee? Yes No

If no, enter company's name: _____

Office Phone #: (_____) _____

Home Phone #: (_____) _____

Please read before signing:

Standards of Responsibility

By signing below you are agreeing to keep this assigned Access Card and/or Keys in a safe and secure manner and also agree not to give said items to other persons for unauthorized use. I agree to surrender said items upon request to authorized staff. I also agree that if I fail to return assigned Key Card/Key(s), I will reimburse the Cleveland Municipal School District at the rate of \$25.00 per card and \$5.00 per key. I have received said items and have read and understand the Standards of Responsibility and agree to adhere to the above As Stated.

Name (Print): _____

Signature: _____ **Date:** _____

ACCESS CARD

- New Damaged
 Changes Lost

KEYS

- New Lost
 Damaged Stolen

Card #: _____

(1) Key _____

(2) Key _____

Replacement Card #: _____

Rm./Lock _____

Rm./Lock _____

Project Leader: _____ **Date:** _____

Manager: _____ **Date:** _____

(Manager's signature is needed, if non-CMSD Employee)

Request Forwarded by: _____ **Date:** _____

Safety & Sec. Approval: _____ **Date:** _____

SURRENDER OF ACCESS CARD AND/OR KEYS ACKNOWLEDGEMENT

I have returned the items listed on the top portion of this form. I am no longer responsible for said items. I also understand, that I no longer have privileges as a security approved person and when on-grounds, I will adhere to the visitors sign-in policy.

Signature: _____ **Date:** _____

Safety & Sec. Approval: _____ **Date:** _____

For Technology Systems Security Use Only. (Specify access areas (hours) and days below):

Door B-East Main Door	Multipurpose Training	Door C-West Main Door	Door 344E Storage Area	Door 305N Storage Area	Door 306 Sierra Area	Door 307 Hi Den Area	Door 320 Storage Area	Door 330 Ops Admin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MAINTENANCE OPERATION CENTER (MOC) DOOR ACCESS*

Door G – Mac Room Inside Storage Area #320	Door 337 – Comp Room Enter Inside Dr Room 335	Door 337A-Alpha Pad	Door 339 -Tape Library	Door 341-MDF	Door 342-MDF2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*MOC Rules & Regulations Apply