City of Hamilton

Building Access - ID Badge - Door Key Request Form

Instructions: This form is to be used for building access for employees and vendors/contractors. In addition, please complete this form when requesting a visitor badge for the department. If this is for a new employee, please submit this information *prior* to the employee's start date.

- 1. A Director or Chief should complete the employee/contractor/vendor information and sign this form.
- 2. If there are special instructions or additional information that should be made known, provide this in the Comments section.
- 3. Check the *Badge Type*.
- 4. Check the block next to where the access is needed, along with the Access Level and Access Type. The director or chief of each area must signify approval for access by initialing in the block provided.
- 5. Check the type of door key, if any, the employee needs. Vendors or Contractors who need keys should contact the Security Officer at 785-7314.
- 6. Submit form to the Security Officer located in Customer Service.
- 7. Prior to an employee's first day of employment, email Building Services <u>ORCSecurity@ci.hamilton.oh.us</u> to arrange for the photo and badge.
- 8. Questions? Contact the Building Security Officer at 785-7314 or email at ORCSecurity@ci.hamilton.oh.us.

Employee/Contractor Name/Vendor	Title		Credentials for Current Job Function
Department/Company Name	Supervisor's Approval / Date		
Requesting Director's Signature / Date		Signature of Individual	Assigning Badge or Key / Date

Comments or Special Instructions

City of Hamilton Municipal Building								
Badge Type				vel Key			Access Type K	ey
		evel 1: Mon - Fri, 6 a.m. – 10 p.m. P - Permanent						
Replacement	L2 - Level 2: 7 Days, 6 a.m. – 10 p.m.					T – Temporary (include date)		
Change	L3 - Le	evel 3: 2	4/7					_
Floor		Ac	cess Le	evel			Access Type	Director's Initials
ALL CITY BUILDING ACCESS					ΠP	□ T:	Expiration Date	
□ 7 - City Manager		□ L1	□ L2	🗆 L3	□Р	□ T:	Expiration Date	
□ 7 - City Clerk / Council		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
7 - Finance / Purchasing		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
□ 7 - Economic Development		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
G – ODW Logistics		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
□ 5 – Large Conference Room		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
□ 5 – Fitness Room		□ L1	□ L2	🗆 L3	ПΡ	□ T:	Expiration Date	
□ 5 – Human Resources / Public Works		□ L1	□ L2	🗆 L3	□Р	□ T:	Expiration Date	
4 - Ops Center Hallway 4 - Ops Center		□ L1	🗆 L2	🗆 L3	ΠP	□ T:	Expiration Date	
4 - Electric Eng / Energy Ops / Underground	Jtilities	□ L1	□ L2	🗆 L3	ПΡ	□ T:	Expiration Date	
□ 3 - Health		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
3 – Comm Dev / Constr Services / Nghbhood	Dev	□ L1	□ L2	🗆 L3	ПΡ	□ T:	Expiration Date	
🛛 3 - Inc. Tax 🛛 🛛 3 - Inc. Tax Cash Rm		□ L1	□ L2	🗆 L3	□Р	□ T:	Expiration Date	
□ 2 - Mun. Court □ Other (explain in Notes be	low)	□ L1	□ L2	🗆 L3	□Р	□ T:	Expiration Date	
□ 1 - Council Chambers		□ L1	□ L2	🗆 L3	□Р	□ T:	Expiration Date	
□ 1 - Utility Customer Service □ 1 - Cashie	ers	□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
1 - Civil Service & Personnel		□ L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
🗆 LL – Mail Room		□L1	□ L2	🗆 L3	ΠP	□ T:	Expiration Date	
LL – Strategy & Information		□ L1	□ L2	□ L3	ПΡ	□ T:	Expiration Date	
Access Request Form – 2016-01 Edition			(over)					

LL – Former Emergency Operations Center						
A	□L1 □L2 □L3	P T: Expiration Date				
Acces	s to Municipal Garage	Complex				
□ New L1 – L	evel 1: 5 Days, 7 a.m. – 3 p.m. P - Permanent					
Replacement L2 - Le	evel 2: 7 Days, 6 a.m. – 6 p.m. T – Temporary (include date)					
Change L3 - Le	evel 3: 24 / 7 (specify reason below)					
Door/Gate	Access Level	Access Type	Director's Initials			
ALL GARAGE ACCESS		□ P □ T: Expiration Date				
Administrative Offices (A420, A430B)	□L2 □L3	□ P □ T: Expiration Date				
□ Conf. Rm. Elec. G&W (A310, A600A, A600B)	□L2 □L3	P D T: Expiration Date				
Conf. Rm. Public Works (A500B)	□L2 □L3	P I T: Expiration Date				
Public Works Foreman Rm. (A510) & Pole Barn (A100)	□L2 □L3	P I T: Expiration Date				
Employee Parking Lot Gate (G-006)		P I T: Expiration Date				
SW Gate (G-01), SE Gate (G-02), Fleet Per. East (E-04)		□ P □ T: Expiration Date				
Overhead Door Garage SW Entrance (OH-05)		P D T: Expiration Date				
Gas & Water Office, Workshop (B130, B150, C130, E05)	□L2 □L3	P I T: Expiration Date				
□ Troubleshooter's Office (B170A, E-08)	□L2 □L3	P I T: Expiration Date				
Electric Meter Shop Office (B190A, E-B191)	□L2 □L3	P D T: Expiration Date				
□ Fleet Overhead Doors & Per. East (OH-6,7,8, E-04)		P I T: Expiration Date				
□ Fleet Maintenance Storage (C100A)	□L2 □L3	P D T: Expiration Date				
□ Per. Doors North, South, & West (E-01,02,03,07,09)	□L2 □L3	P D T: Expiration Date				
Future Truck Wash (E-06)	□L2 □L3	P D T: Expiration Date				
Annex Storeroom (Ax-A100, A100A)	□L2 □L3	□ P □ T: Expiration Date				
□ Annex Signal Shop & Sign Shop (Ax-B120A, B120B)	□L2 □L3	□ P □ T: Expiration Date				
□ Annex Overhead Door South Entrance (OH-Ax-02)	□L2 □L3	P D T: Expiration Date				
Building	Access Level	Access Type	Director's Initials			
Fire Headquarters		P T: Expiration Date	-			
Police Headquarters		□ P □ T: Expiration Date	_			
U Water Plant – North		P T: Expiration Date	-			
U Water Plant - South		□ P □ T: Expiration Date	-			
U Water Reclamation		P D T: Expiration Date	-			
Door Keys						
City Master – Operates key locks in the Hamilton M	unicipal Bldg offices on	ly.				
□ Floor Master – Operates key locks on a specific Hat	milton Municipal Bldg fl	oor.				
□ Single Door – Operates a key lock for a specific Hat	milton Municipal Bldg d	oor. Bldg Services Use Only: Key	#:			
Other:						
Notes:						