

 **Alarm Code Request Form**

Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ Home campus :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # :\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_

Full Time Employee:\_\_\_\_\_\_ Part Time Employee:\_\_\_\_\_ Contractor: \_\_\_\_\_\_\_

GHC ID # : 9000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Location**

\_\_\_\_\_ - Floyd Campus ( \_\_\_\_\_Observatory )

\_\_\_\_\_- Cartersville Campus ( \_\_\_\_ A Building , \_\_\_\_ Student Center, \_\_\_\_ STEAM Building )

\_\_\_\_\_- Paulding Campus ( \_\_\_\_\_\_ Babgy Building , \_\_\_\_\_ Winn Building)

\_\_\_\_\_- Douglasville Campus

\_\_\_\_\_- Hertiage Hall ( \_\_\_\_ Main Building , \_\_\_\_\_ Annex)

\_\_\_\_\_ Marietta Campus

Request of alarm code signifies employee’s understanding of rules and regulations regarding access control at GHC. Employee understands that alarm codes are to be treated with the same care and safeguarding as passwords. Employee understands alarm codes are not to be shared and sharing of alarm codes will result in disciplinary action.

Employee Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superviser Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief of Police :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date code was issued :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Code was removed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*\*\*\*\*\*Alarm code that is issued is for the employee only. Do not share codes. \*\*\*\*\*\*\*

 \*\*\*\*Alarm Codes will be issed by phone call or in person only \*\*\*\*