

Macon County User Access Data Form

Location: Human Services Building

Employee Name

Department

Job Title

Control #

Employee #

Date

Card #

24/7 Re-arm Passcode

Date Needed

Status

☐ New Employee

☐ Termination

☐ Add Access

☐ Remove Access

☐ Photo I.D. Only - No Access

SOCIAL SERVICES

☐ Breakroom Hall to DSS 24/7 ☐ 8am-5:15pm ☐ Disarmed Only

☐ DSS Clerical Support Hall ☐ DSS to breakroom 24/7 ☐ 8am-5:15pm ☐ Disarmed Only

☐ DSS Computer Room Door ☐ DSS Vault Door

☐ DSS File Room to Side Hall ☐ DSS Waiting Area Door 24/7 ☐ 8am-5:15pm ☐ Disarmed Only

☐ DSS Middle Hall Door ☐ DSS Workstation Side Hall Door

☐ DSS Rear Entry 24/7 ☐ Disarmed Only

☐ DSS Side Smoking Area 24/7 ☐ 8am-5:15pm ☐ Disarmed Only

HEALTH DEPARTMENT

☐ #19 Health BT Storage ☐ #20 Health Ed/Cubical Outside Entrance 24/7 ☐ Disarmed Only

☐ # 3 Health Clerical Door ☐ #10 Health Rear Main Outside Entry 24/7 ☐ Disarmed Only

☐ #17 Health Clinical WorkRm ☐ # 2 Health Clerical Reception

☐ # 9 Health Main Middle Hall ☐ #21 Health Lg Breakroom Hall

☐ # 5 Health Lab Reception ☐ # 1 Health Main Lobby 24/7 ☐ Disarmed Only

☐ # 4 Health Clerical/Lab ☐ #15 Health Ed Hall

☐ # 8 Health Lab Supply ☐ #16 Health Clinic Door

☐ # 7 Health Lab Supervisor

☐ #18 Health Clinical Storage

☐ # 6 Health Lab Draw Room Hall

INSPECTIONS DEPARTMENT

☐ #12 Health EH Lobby Left ☐ #13 PP&D Lobby Right

☐ #14 Health Admin Hall

☐ #11 Health Rear EH/PP&D Outside Entrance 24/7 ☐ Disarmed Only

☐ #22 EH Public Entrance 24/7 ☐ Disarmed Only

MAINTENANCE

☐ Maintenance Employees Group

☐ Maintenance Gate - 24/7 ☐ Disarmed Only

NOTES

Department Head

Authorized by

Data Entered by

Date

Date

Date