

Macon County User Access Data Form

Location: **Human Services Building**

Employee Name

Department

Job Title

Status New Employee Termination Add Access
 Remove Access Photo I.D. Only - No Access

Control #

Employee #

Date

Card #

24/7 Re-arm Passcode

Date Needed

SOCIAL SERVICES

Breakroom Hall to DSS **24/7** **8am-5:15pm** *Disarmed Only*
 DSS Clerical Support Hall **24/7** **8am-5:15pm** *Disarmed Only*
 DSS Computer Room Door **24/7** **8am-5:15pm** *Disarmed Only*
 DSS File Room to Side Hall **24/7** **8am-5:15pm** *Disarmed Only*
 DSS Middle Hall Door **24/7** **8am-5:15pm** *Disarmed Only*
 DSS Rear Entry **24/7** *Disarmed Only*
 DSS Side Smoking Area **24/7** **8am-5:15pm** *Disarmed Only*

HEALTH DEPARTMENT

#19 Health BT Storage
 # 3 Health Clerical Door
 #17 Health Clinical WorkRm
 # 9 Health Main Middle Hall
 # 5 Health Lab Reception
 # 4 Health Clerical/Lab
 # 8 Health Lab Supply
 # 7 Health Lab Supervisor
 #18 Health Clinical Storage
 # 6 Health Lab Draw Room Hall

#20 Health Ed/Cubical Outside Entrance **24/7** *Disarmed Only*
 #10 Health Rear Main Outside Entry **24/7** *Disarmed Only*
 # 2 Health Clerical Reception
 #21 Health Lg Breakroom Hall
 # 1 Health Main Lobby **24/7** *Disarmed Only*
 #15 Health Ed Hall
 #16 Health Clinic Door

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*

NOTES

Department Head

Date

Authorized by

Date

Data Entered by

Date