

## CONTRACTOR CARDS

Contractor Cards grant hired contractors temporary access into areas that are card access.

Authorized request from Physical Plant or other section: \_\_\_\_\_

Printed name \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Name of Foreman or person in charge \_\_\_\_\_

Name of person/signature picking up card \_\_\_\_\_

Buildings or areas needed to have access \_\_\_\_\_

\_\_\_\_\_

Dates required to have access \_\_\_\_\_ to \_\_\_\_\_

Hours of the day, From \_\_\_\_\_ to \_\_\_\_\_

Card number assigned \_\_\_\_\_

Card issued by \_\_\_\_\_ Safety & Security

Date \_\_\_\_\_

---

Date card returned \_\_\_\_\_

Card returned by \_\_\_\_\_

Card received by \_\_\_\_\_

Cards must be returned to Safety & Security after completion of job. Cards that are lost or damaged will result in a \$50 charge to the contractor.