



ROOM CLOSED

This room has been sanitized and disinfected. This room has also been placed in a state of preservation and is not ready for use.

Entry by written permission ONLY.

Use card below for access or Call 7800 for Security.

ROOM RE-ENTRY REQUESTED

ROOM _____ **DATE:** _____

If you need access to this room once the bottom card has been detached and this room mothballed; you must take this card to your supervisor and get approval, Custodial Services Manager to get approval, and then present to security for final approval and access.

Supervisor's Name (print) _____ Initials: _____
Custodial Services Approved? Yes No Initials: _____
Security: Approved? Yes No Initials _____

Actions Performed
ROOM _____

Vents Cleaned Date/initials: _____
Walls Washed Date/initials: _____
Windows Washed (interior) Date/initials: _____
Desks fully cleaned Date/initials: _____
Chairs fully cleaned Date/initials: _____
Upholstery extracted Date/initials: _____
MOTHBALL COMPLETE: _____
IT Work Completed: Date/initials: _____
ATP TESTING SCORE: 1: ____ 2: ____ 3: ____



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Contact Security at 7800 for authorization to enter.

Card must be presented to gain access.

Security will keep a log of who has entered each room, why, and when they leave.

When all items are filled out, detach and return to Building 15.

NOTIFY SECURITY THIS ROOM IS COMPLETE.



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