TO SECURITY GUARD ON DUTY ON Click here to enter a date.

THIS WILL AUTHORISE (PRINT): Click here to enter a date.

TO REMOVE FROM THIS BUILDING THE FOLLOWING: Click here to enter text.

Department Head or Representative: Click here to enter text.

DEPARTMENT: Click here to enter text.

SIGNATURE OF PASS HOLDER: Click here to enter text.

Date: Click here to enter a date. TIME:Click here to enter text.

NOTE: TENANTS MUST GIVE A PASS TO ALL EMPLOYEES OR REPAIRMEN WHO TAKE PACKAGES OR ARTICLES FROM THE BUILDING. PASS MUST BE RELINQUISHED TO SECURITY GUARD ON DUTY.

BUILDING SUPERINTENDENT’S OFFICE

SECURITY OFFICE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: Click here to enter a date. TIME: Click here to enter text.