

CONFLUENCE FIRST FLOOR DOOR ACCESS

This form may be submitted via email, fax or mail. An original is *not* required. Incomplete forms will be returned.

Staff Information (Required):

Name: _____
First M.I. Last

S#: S _____ **Phone #:** _____

Email: _____@ccd.edu

* Your official CCD email account is the only email CCD will accept for correspondence.

New Staff Member Existing Staff Member

Department: _____ **Check One:** Part Time Full Time Other

Door Access Requested:

AAC AC ARR Cashiers Confluence Building Access FA RSO Break Room

Rules Regarding Access (Initials Required):

- Department directors are the approving authority for access to areas within other departments. _____
- An employee may not use their access to bypass a line for themselves or when assisting students. _____
- Access to the break room is limited. All employees are responsible for (refer to 2nd page):
 - The break room is for employees (full time, part time, or hourly) only. _____
 - Employees are responsible for cleaning up after themselves. _____
 - Each Friday the refrigerator will be cleaned and any unmarked items will be thrown away. _____
 - On the 1st of each month (Friday closest to 1st) any unmarked freezer items will be thrown away. _____
 - The Student Affairs offices will rotate cleaning out the refrigerator and freezer. _____
 - Employees must be mindful that business is being conducted in close proximity to the break room and must therefore use professional language and volume levels. _____
 - Silverware and/or other dishes left in the sink that are not cleaned appropriately will be thrown away. _____
 - If there is a line for the Financial Aid office, staff must enter through the Admissions door. _____
- Violation to any of these rules will result in cancelled access. _____

Signatures (Required):

Requestor: _____
Print Name Signature Date

Supervisor: _____
Print Name Signature Date

Director/Dean*: _____
Print Name Signature Date

*Required if employee is requesting access outside of department employed or Confluence building access.

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Cleaning schedule for break rooms:

Month	Cleaning Performed	Office
January	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Admissions, Registration & Records
February	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Accessibility Center
March	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Academic Advising
April	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Cashiers Office
May	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Financial Aid
June	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Recruitment and Student Outreach
July	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Admissions, Registration & Records
August	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Accessibility Center
September	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Academic Advising
October	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Cashiers Office
November	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Financial Aid
December	Each Friday Refrigerator Cleaned Out; 15 th of Each Month Freezer Cleaned Out (or Friday Closest to 15 th if the 15 th Falls on a Weekend)	Recruitment and Student Outreach