



**Los Angeles Unified School District Headquarters
Office of the Building
24th FLOOR ACCESS REQUEST FORM**

REQUESTOR INFORMATION: (please print)

Employee/Contractor Name:	Employee/Contractor #:
Email:	Desk/Office Phone:
Class Code:	Position Title:
Location Code:	LAUSD Contracted Employee? (Yes/No)
Work Location – Floor #:	Work Location – Cubicle/Office #:
Division/ Branch:	Completed Required Fire/Life Safety Training? (Yes/No)

Reason for request:

Access Requested:

<u>READER(S)*:</u>	<u>REQUESTED ACCESS HOURS*:</u>	<u>APPROVAL SIGNATURE**:</u>	<u>APPROVER'S PRINTED NAME:</u>

(*Use the number and letter designations below for requested access)

READERS:

- | | |
|--------------------------------------|--|
| 1. Elevator Lobby to Atrium | 9. Corridor to Educational Services |
| 2. E. Atrium / IAU Entrance | 10. Stairwell #3 |
| 3. Board Kitchen | 11. North Corridor to Superintendent |
| 4. SE Board Office Entrance | 12. File/Copy Room |
| 5. Board Secretariat Office Entrance | 13. NE Corridor to Superintendent |
| 6. Stairwell #1 | 14. Conference Room 24-184 |
| 7. Stairwell #2 | 15. Conference Room 24-173 |
| 8. SW Board Office Entrance/Exit | 16. Superintendent Office (Double Glass Doors) |

****Reader 1:** Requires Approval Signature from Office of the Board Secretariat or Office of the Superintendent

Readers 2-8: Requires Approval Signature from Office of the Board Secretariat

Readers 9-16: Requires Approval Signature from Office of the Superintendent

ACCESS HOURS:

- | | | |
|----------------------------------|----------------------------------|----------------|
| A. Monday – Friday 5:30a-6:30p | D. Monday – Saturday 5:30a-9:00p | G: 24/7 |
| B. Monday – Friday 5:30a-9:00p | E. Monday - Sunday 5:30a-6:30p | I. Other _____ |
| C. Monday – Saturday 5:30a-6:30p | F. Monday – Sunday 5:30a-9:00p | |

Please submit form to the Office of the Building (Email: OfficeoftheBuilding@lausd.net)

24th Floor Reader Location

Legend

- 1 Elevator Lobby to Atrium
- 2 E. Atrium / LAU Entrance
- 3 Board Kitchen
- 4 SE Board Office Entrance
- 5 Board Secretariat Office Entrance
- 6 Stairwell #1
- 7 Stairwell #2
- 8 SW Board Office Entrance / Exit
- 9 Corridor to Office of Education Svc
- 10 Stairwell #3
- 11 North Corridor to Superintendent
- 12 File / Copy Room
- 13 NE Corridor to Superintendent

