

SUNY FREDONIA – FACILITIES SERVICES BUILDING AND DOOR ACCESS INSTRUCTIONS

Note: Only one Building per submission

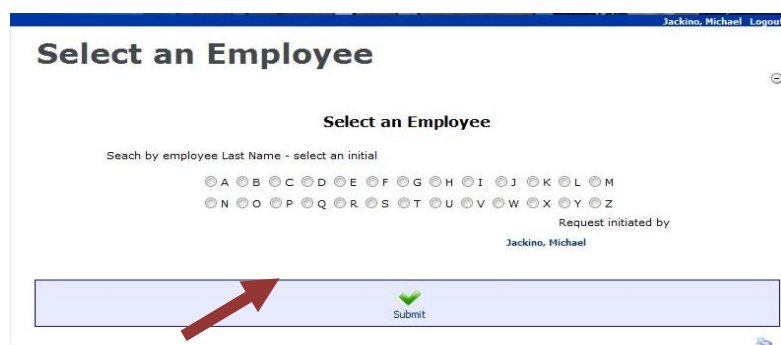
Go to this web site on the Internet

<http://forms.fredonia.edu/facilities/default.aspx>

Click on “Select Employee”



Click on the “First Letter” of the Last Name



Click on drop down list arrow to see name choices

Jackino, Michael Logout

Select an Employee

Select an Employee

Search by employee Last Name - select an initial

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Select an Employee

_ Select an Employee

Request initiated by Jackino, Michael

Where do you want to send this employee info?
Select a form or page.

Building Access

Submit

- 1 - Click on a Name
- 2 - Click on "Submit"

Jackino, Michael Logout

Select an Employee

Select an Employee

Search by employee Last Name - select an initial

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Select an Employee

_ Select an Employee

Request initiated by Jackino, Michael

Where do you want to send this employee info?
Select a form or page.

Building Access

Submit

1

2

The Form Will Open Pre-Populated with Information

Select "Building" from drop down list and the appropriate door choices will appear.

Howard, Diane Logout

Building and Door Access

Page: Request Info

Building and Door Access Request

Requested By:

Diane S. Howard

Michael J. Jackino

Campus Title

ASST DIR-FACILITIES TECH SVCS

jackino

Campus Address

Services Complex

Campus Phone

673-3487

Department

Fac Svcs-Facilities Tech Svcs

Supervisor

Cloos, Kevin P.

Division

Administration

Email

Michael.Jackino@fredonia.edu

Select the building

Select door(s)

Maytum
Select a Building
Maytum
Reed Library
Storage Facility



- All Exterior Doors
- Cashier Office 312
- Cashier Office 314
- Computer Center North Door
- Computer Center South Door
- File Room 518
- Mail Room Dock Door
- North Stair Floor 2

- North Stair Floor 3
- North Stair Floor 4
- North Stair Floor 5
- North Stair Floor 6
- North Stair Floor 7
- North Stair Floor 8
- South Stairwell Entrance

Please indicate which days and times of day this person needs access to this building.

(View current door time schedule)

Start Date

Use Handicapped Entrance?

End Date

- 1 – Check each box for required “Door(s)”
- 2 - Indicate Dates and Times
- 3 – Enter any Special Notes
- 4 – “Submit”

Building and Door Access Request

Requested By:

Michael J. Jackino

Michael J. Jackino

Campus Title

ASST DIR-FACILITIES TECH SVCS

jackino

Campus Address

Services Complex

Campus Phone

673-3487

Department

Fac Svcs-Facilities Tech Svcs

Supervisor

Cloos, Kevin P.

Division

Administration

Email

Michael.Jackino@fredonia.edu

Select the building

Select door(s)

Reed Library

Receiving Room Entrance

Reed Loading Dock

1

2

Please indicate which days and times of day this person needs access to this building. (View current door time schedule)

Start Date 6/1/2009

End Date 12/31/2009

Use Handicapped Entrance?

2

EVERY DAY 24/7

3

Reason for this request:

TO ACCESS MY WORK AREA AND PERFORM DUTIES WHENEVER MY BOSS NEEDS ME

This supervisor will be notified for approval. If he or she is unavailable at this time, check the box below, and the supervisor's supervisor (or designee) will be notified.

Kevin.Cloos@fredonia.edu

Tracy.Bennett@fredonia.edu

Submit

4

Forms at Fredonia

Meeting Campus Business Needs

June 01, 2009

AdminTools ▾

Home

Human Resources

Reports Examples

Thank you

You have just submitted a Building and Door Access Request. We appreciate your business. Thanks a lot!

-
- The supervisor (or designee) of the selected employee will receive an e-mail with a link to this completed form.
 - After reviewing the request, the supervisor can make changes, if necessary, and then either approve or reject the request.
 - If the supervisor approves the request, an e-mail will be sent to Michael Jackino for programming the door(s).