



Appendix 2

REQUEST FOR AFTERHOURS ACCESS TO STATE FACILITIES

Date submitted _____ Data entry _____ PCO _____

Type of project/activity

- Afterhours State employee access Afterhours maintenance
- Parking access / specify name of parking facility _____
- Other activity (describe) _____
Heating/cooling required? ___ Yes ___ No

Contractor name (company) _____

Contracting agency _____

| Name(s) | ID Badge Number | Expiration Date |
|---------|-----------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

| Access Date | No. of Persons | Time In | Time Out | Facility Location/Floor/Suite/Room No. |
|-------------|----------------|---------|----------|--|
| | | | | |
| | | | | |
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Note:

- State employees must be pre-approved by the Building Coordinator to be granted access.
- Contractor employees must be pre-approved by DGS to be granted access. If contractor employee does not have a State ID badge, the MCP ID Request Form must be submitted by FOM Supervisor to Maryland Capitol Police a minimum of 24 hours prior.

Building Coordinator or FOM Supervisor must submit this completed form at least 24 hours prior. See routing below.

Building Coordinator or DGS Supervisor authorizing access Signature Date

- Routing:** MD Capitol Police Engineering (if heating/cooling requested)
- Annapolis Commander
 - Baltimore Commander