

ELEVATOR / SECURITY GUARD REQUEST

Use this form to arrange for meetings at DEQ's HQ building after regular office hours.

REQUEST ELEVATORS BE UNLOCKED AFTER BUSINESS HOURS

NOTE: If a security guard is not present, a DEQ staffer must be stationed at the front door to bring in visitors and escort them to the elevators.

Elevators can only be opened from 6:00-7:40 a.m. and 5:05-11:55 p.m. Mon.-Fri., 10th floor only.

Meeting Date:

Start time: hour min a.m./p.m.

End time: hour min a.m./p.m.

Staff at door:

Phone:

REQUEST SECURITY GUARD **NOTE:** Security guard requests must be made at least two weeks in advance. Minimum shift for a security guard is 4 hours.

(i.e., "WPCF Permit Renewal Public Hearing")

Event:

Date:

Start time: hour min a.m./p.m.

End time: hour min a.m./p.m.

Guard Location:

Fund Code:

(Q-Time OK)

DEQ Contact:

Phone:

Secondary Contact:

Phone: