

Plattsburgh City School District
Buildings and Grounds Department

Norbert Neiderer, Director of Buildings & Transportation

Chantel Brasse, Secretary

"FOB" REQUEST

INSTRUCTIONS: Please issue a FOB or Key request to the Director of Facilities

FACULTY AND STAFF:

Employee Name: _____

Access to:

- ____ Bailey
- ____ Duken
- ____ Momot
- ____ Oak
- ____ Stafford
- ____ District Wide

I, _____, hereby agree to accept the FOB issued for my sole use.

COACH:

Name: _____

Access to:

- ____ Bailey
- ____ Duken
- ____ Momot
- ____ Oak
- ____ Stafford
- ____ District Wide

I, _____, hereby agree to accept the FOB issued for my sole use from _____ to _____.

Approved by: _____ Date: _____

Building Administrator

OFFICE USE ONLY: FOB# _____