



# Access Control Card Keycard Agreement

| RECIPIENT  | <input type="checkbox"/> Employee                        | <input type="checkbox"/> Contractor                    | REQUEST DATE   |
|--|--|--|--|
| RECIPIENT NAME   |  | RECIPIENT TITLE  |  |
| <input type="checkbox"/> CARD <input type="checkbox"/> FOB <input type="checkbox"/> Other  |  | Specify Other:   |  |
| <b>Standard Access Groups:</b> Exempt, non-exempt office employees – Tier 3. Exempt Office Supervisors, PE, FE – Tier 2. PM, Office Managers and above – Tier 1. All San Jose Field personnel – Gate, Tier 3. Foreman and above – Tier 1.<br><i>Exceptions: Changes to the standard access groups require a Director or above and IT Manager approval.</i> |  |  |  |
| APPROVED ACCESS  |  |  |  |
| San Jose Riddler Park  | Paso Robles Golden Hill                                  | Fresno Vine Ave.                                       |  |
| <input type="checkbox"/> Tier 1 - 24/7 w/ alarm  | <input type="checkbox"/> Tier 1 - 24/7 w/ alarm          | <input type="checkbox"/> Tier 1 - 24/7 w/ alarm        |  |
| <input type="checkbox"/> Tier 2 - 4 am - 9 pm w/ alarm   | <input type="checkbox"/> Tier 2 - 4 am - 9 pm w/ alarm   | <input type="checkbox"/> Tier 2 - 4 am - 9 pm w/ alarm |  |
| <input type="checkbox"/> Tier 3 - 6 am - 7 pm  | <input type="checkbox"/> Tier 3 - 6 am - 7 pm            | <input type="checkbox"/> Tier 3 - 6 am - 7 pm          |  |
| San Jose Oakland Road  | Paso Robles 26 <sup>th</sup> Street                      | Yuba City  |  |
| <input type="checkbox"/> Tier 1 - 24/7 w/ alarm  | <input type="checkbox"/> Tier 1 - 24/7 w/ alarm          | <input type="checkbox"/> Tier 1 - 24/7 w/ alarm        |  |
| <input type="checkbox"/> Tier 2 - 4 am - 9 pm w/ alarm   | <input type="checkbox"/> Tier 2 - 4 am - 9 pm w/ alarm   | <input type="checkbox"/> Tier 2 - 4 am - 9 pm w/ alarm |  |
| <input type="checkbox"/> Tier 3 - 6 am - 7 pm  | <input type="checkbox"/> Tier 3 - 6 am - 7 pm            | <input type="checkbox"/> Tier 3 - 6 am - 7 pm          |  |
| <input type="checkbox"/> Gate - 24/7   | <input type="checkbox"/> Gate - 24/7 (future)            | <input type="checkbox"/> Gate - 24/7                   |  |
| Exception Notes:   |  |  |  |
| REPLACEMENT  |  |  |  |
| Is this a replacement?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | First replacement?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I accept that this keycard or fob (key) is my responsibility and is not subject for loan to any other person. I agree not to loan, share, or transfer possession of, misuse, or alter the card or fob. I will not prop or otherwise hold doors or windows open or leave them unlocked. I acknowledge that I may be held responsible for any loss or damage which occurs at a location I accessed near the time of the incident. I understand repeated loss of key may be cause for disciplinary action.

The key is property of MGE Underground and must be surrendered at the end of employment or whenever requested by MGE Leadership. Any misuse of key may result in relinquishing it. If the key is lost or stolen, it must be reported to [helpdesk@mgeunderground.com](mailto:helpdesk@mgeunderground.com) immediately.

I, the undersigned, acknowledge receipt of the access card or key fob. I agree to the above guidelines and accept the responsibilities contained therein.

|                      |      |
|----------------------|------|
| RECIPIENT SIGNATURE  | DATE |
|                      |      |
| SUPERVISOR SIGNATURE | DATE |
|                      |      |

| IT USE ONLY |         |
|-------------|---------|
| Issued by:  | Card #: |
| Date:       | FOB #:  |

| APPROVAL FOR EXCEPTION         |       |
|--------------------------------|-------|
| IT Manager Signature:          | Date: |
| Director, Executive Signature: | Date: |