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#_____