



SAN RAFAEL

THE CITY WITH A MISSION

Public Works Facility Access

(For Combined Public Works & SRSD based Staff)

Please Attach this access form with main ID request form

___ **Public Works Facility Time-zone Access**-Limited to M-F 6am to 5pm only access to Main Building & Restroom areas. Access usually for city staff based outside of the Public Works Facility.

___ **Public Works Facility Building Master Access**-(Managers, Supervisors, and Facility Repair Maintenance Staff) provides access to all areas.

___ **Public Works Facility Main Gate**- (City Staff assigned outside of Public Works Facility) Provides access to Main Gate for refueling, and Main Building & Restroom areas. **Note:**

___ **Planned for the Future**-Currently no lock purchased & when in place all building assigned staff will have access as part of their main building access.

___ **Public Works Facility Level 1 Access**- (2nd Floor Administration, Engineering, GIS Staff, Maintenance Superintendent & Supervisor Staff) provides access to 1st floor File room, 2nd Floor File & Copy room, and Main Building & Restroom areas.

___ **Public Works Facility Level 2 Access**-(Maintenance Lead Workers) provides access to their assigned division Office & Workshop, and Main Building & Restroom areas.

___ **Public Works Facility Level 3 Access**-(1st floor Maintenance staff) provides access to 1st floor Main Building & Restroom and their division assigned Workshop areas.

___ **Public Works Department & San Rafael Sanitation District Department Specialty Access Request** _____

Please indicate special needs!