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|  | **Capitol Access****Authorization List** |

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| Date: |       |  |
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| In accordance with OAC 580:10-5-2(d), this list authorizes the state employees named herein access to the Capitol outside the standard hours of operation as stated below. Note: You may also name any company, which may be required to perform services outside standard hours of operation. |
|  | Employee Name | Employee’s Office Location | Agency Phone # | Employee Director Phone # | Room Numbers Authorized to Access | Hours Authorized to Access |
| 1 |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |
| 6 |       |       |       |       |       |       |
| 7 |       |      ` |       |       |       |       |
| 8 |       |       |       |       |       |       |
| 9 |       |       |       |       |       |       |
| 10 |       |       |       |       |       |       |
| 11 |       |       |       |       |       |       |
| 12 |       |       |       |       |       |       |
| 13 |       |       |       |       |       |       |
| 14 |       |       |       |       |       |       |
| 15 |       |       |       |       |       |       |
|  |
| The name and telephone number of an administrative employee of the agency for emergency contact purposes outside of the Capitol: |
|       |  |       |
| Print Primary Contact Name |  | 24 Hour Phone # |
|       |  |       |
| Print Alternate Contact Name |  | 24 Hour Phone # |
|  |  |  |
|  | Chief Administrative Officer Signature |  |
|  |       |  |
|  | Print Name |  |