



## Request for Alarm / Electrical Security Code

### Maintenance & Repair Services

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Site: \_\_\_\_\_ Phone: \_\_\_\_\_

Specific Area: \_\_\_\_\_

Desired Four Digit (XXXX) Security Code: \_\_\_\_\_ (requesting individual to create this 4 digit code)

*The code must consist of 4 numeric digits, preferably not consecutive numbers (example: 1234) – letters are not acceptable.*

Requester's signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below constitutes that I am aware the security code I am requesting accesses the above named location. I will not release this code to anyone unless instructed to do so by my supervisor, at which time I will notify the alarm technician of my actions.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have any questions please contact Rex Sanders, Alarm Technician at 275-0445.*

\*\*\* Send the completed form – in a sealed envelope – to: Alarm Technician, c/o Maintenance & Repairs. \*\*\*