

Exiting Staff Member Form

(COMPLETED BY TENANT LIASION)

For EXITING employee, tenant liasion:

- 1 Collects FOB/keys/parking permit and turns in to Operations Director.
- 2 Notifies COAH of any restrictions/concerns, if any, regarding terminated employee.

Name: _____

Title: _____

Last Day: _____

Parking Permit Collected: _____

Keys Collected: _____

Keys Collected:

FOB	Rm #	Rm #	Rm #	Rm #	Rm #

Please submit to Operations Director on/prior to exiting employees' last day.

For City on a Hill Use

- Communicate staff change to City on a Hill tenant relations staff
- Communicate restrictions/concerns to City on a Hill tenant relations staff, if applicable
- Notify front desk
- Collect keys and return to Scott
- De-activate FOB
- Update key log
- Remove photo from photo directory