

New Staff Member Form

(COMPLETED BY TENANT LIASION)

Please notify City on a Hill at least 1 week in advance

For NEW employee, tenant liasion:

- 1 Submits employee contact information and FOB/key request to Brooke Chapman
- 3 Signs for keys after City on a Hill notifies that they are ready for pick-up.
- 4 Receives car information form and parking permit from COAH to give to new employee.
- 5 Submits photo or schedules time for COAH to take photo.

Name: _____

Organization: _____

Title: _____

Start date: _____

Phone #: _____

Email: _____

Parking Permit Needed? Yes No

Keys Needed? Yes No

Room access needed:

FOB	Rm #	Rm #	Rm #	Rm #	Rm #

Hours of FOB access needed:

Office Hours	Extended Office Hours	Weekend: Saturday only	Weekend: Sunday only	24/7 (managers and leaders only)	Other:
8am-6pm	7am-8pm	7am-8pm	7am-8pm	24/7	

Please submit to Brooke Chapman at least 1 week prior to new employee start date.

For City on a Hill Use

- BC-Communicate staff addition to City on a Hill tenant relations staff
- BC-Notify front desk of new tenant staff.
- SJ-Prepare keys & Activate FOB
- SJ- Update key log
- BC- Update Tenant Staff Contact Directory
- BC- Add photo to photo directory