



Hattie Mae White Educational Support Center

ID Badge Additional Access Form

If only General Business Day access is required, please **DO NOT** fill out this form. Additional Access forms should be filled out completely with proper signatures to be granted additional access. Any incomplete forms or those without proper approvals will not be granted access. Please submit the completed form to the ID badge desk located in the HR reception area. If you should have any questions please call 713-556-6156

Badge Holder Name: _____

Employee ID# (Contractor SS#): _____

Department: _____ Supervisor Name: _____

Phone or Extension: _____ Supervisor Extension: _____

Please check the requested access below. If the access you require is not listed below, please check OTHER and specify the access you require.

- Add Bldg Weekend: Sat – Sun, 6:00 a.m. to 9:30 p.m.**
- Add Bldg 24-hour Access: Mon – Sun (Reason):** _____
- Board Services/ Board Services Team Lead approval:** _____
- Superintendent’s Suits**
- Freight Elevator (Reason):** _____
- Other (Please Specify):** _____

Please have the proper signatures required for your additional access. Any missing signatures will delay the granting of access.

Badge Holder Name: _____ **Date:** _____

Department Manager (from HMW Building) _____ **Date:** _____

Print Name: _____ **Signature:** _____

Facility Manager (24hr Access) _____ **Date:** _____

Print Name: _____ **Signature:** _____

Department Chief (Superintendent Suite) _____ **Date:** _____

Print Name: _____ **Signature:** _____

Board Services (Board Services Team Lead) _____ **Date:** _____

Print Name: _____ **Signature:** _____

Other (Audit, SIS, IT, Legal Freight Elevator) _____ **Date:** _____

Print Name: _____ **Signature:** _____