

NON-CLINICAL SUPPORT SERVICES GROUP

ID BADGE REQUEST SHEET

MANAGER TO COMPLETE

GROUP/DEPARTMENT ISSUED TO:

L4/L3/HEAD OF SERVICE/CONSULTANT:

SIGNATURE OF ABOVE: ... *A. Shaw* ...

COST CODE:

NEW / REPLACEMENT £8.00 ELECTRONIC CARD UPDATE £0

REASON FOR ISSUE

- (tick where appropriate)
New Employee
Starting Date:
- Lost Badge
- Upgrade Security Zones
- Other
Please Specify
.....
-

EMPLOYEE TO COMPLETE

Badge Details:

NAME OF EMPLOYEE:

JOB TITLE:

CONTACT TELEPHONE NO:

ALL STAFF MUST RING EXT 2130 BRI OR EXT 5821 SLH TO ARRANGE AN APPOINTMENT AND MUST PRESENT THIS FORM WHEN ATTENDING

FOR OFFICE USE ONLY

DATE REQUESTED:

DATE ISSUED:

ID BADGE NO:

SIGNATURE OF EMPLOYEE:

ISSUED BY:

The access codes are written overleaf. Please tick the area(s) you wish the above personnel to have access to.

Please turn over for access codes.....

Access Code: Only For Electronic Access System Areas (Chipped Access)

(Please tick area(s) required)

ID BADGE ONLY – No Electronic Access Required

- Area 1: A & E Patient Administration Offices (including A&E Reception)
- Area 2: A&E Orthopaedics: Main Room Only Access
- Area 3: A&E Trauma
- Area 4: A&E General Areas: Patient Treatment Areas
Clinics
Storerooms
Toilets
Changing and Refreshment Areas
Patient Administration Reception and Offices
- Area 5: A&E X-Ray: Full Access to X-ray
Changing & Corridor
Access to A&E
- Area 6: Resuscitation
- Area 7: A&E Paediatric Unit General A&E Access
Paediatric Unit
- Area 8: Consultants Barrier Car Park
- Area 9: A&E From Level 0 Corridor Access Doors to Ortho Corridor
Stretcher Corridor
Paediatric Unit
- Area 10: West Door and Gantry
- Area 11: A&E General Areas Through Gantry
- Area 12: Catering Office
- Area 13: Catering Supervisors Office
- Area 14: Non-Clinical Support Services Offices
- Area 15: A&E at Senior Manager Level
- Area 16: A&E at Manager Level
- Area 17: Operations Directors Duke of York Corridor
- Area 18: Pharmacy
- Area 19: YCIS
- Area 20: Field House

- Area 21: New Modular Theatres
- Area 22: New ENT Building
- Horton Wing SLH
- C Block SLH
- Extension Block SLH