

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section:</b>	<b>Critical Incident</b>	<b>Effective date:</b>	<b>May 2008</b>
<b>Subject:</b>	<b>Lost/Missing Employee ID</b>	<b>Procedure Number:</b>	<b>A-15</b>

**Purpose**

To define the proper course of action for a lost Employee ID for all Physical Plant employees.

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1. All lost, stolen, or misplaced ID's should be reported to your supervisor, manager, or Director as soon as is possible.
2. The appropriate management authority will notify ICT and have your ID deactivated.
3. After your ID has been deactivated, you can get the Eagle card office to issue you a new ID.
4. The appropriate management authority will then have ICT activate your new ID card.
5. Do not let anyone use your ID card.
  - 5.1. When you use your ID to enter a building, it identifies you as the person entering the building.
  - 5.2. If someone else is using your ID, it identifies you as entering the building not the person that you loaned your ID to.
  - 5.3. These are both security issues and are important rules to follow for every ones safety.

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