**SUPERVISOR’S APPROVAL:**

**Post 1**

**Post 2**

**Post 3**

**Lewellen**

**Burrows**

**GUARDS INSTRUCTIONS WORKSHEET**

**WHO:**  Subcontractor(s) and Name(s) of Employees

**WHAT:**  Describe job, i.e. what will be brought into, and taken out of buildings.

**WHEN:**  What are the expected days and times of the scheduled jobs?

**WHERE:** What buildings, rooms, and areas are involved?

**CONTACT**: Who is the on-call contact person(s) for questions; SOTR, supervisor, or manager; contact(s) phone number?