

HANOVER BOROUGH FACILITY ACCESS FORM

Please print all information and send to: HANOVER BOROUGH, 44 Frederick Street, Hanover, PA 17331

This form MUST be completed, in its entirety, and submitted for review and approval with a copy of a valid driver's license and company ID badge, **before** access will be considered / granted. If the nature of the requested access is an emergency, the request must be made directly to the Hanover Area Regional Emergency Management Coordinator, Jeffrey Waltman @ jwaltman@hanoverboroughpa.gov, (717) 965-7113 or 717-698-3978 who shall coordinate with the appropriate Borough staff.

Contractor Name: _____ Phone: _____

Address: _____
(Street) (City) (Zip)

Primary Point of Contact: _____

Reason for Access: _____

Date of Requested Access: _____

Hours of Requested Access: _____

Provide the names of all contractors who will be onsite (as part of the requested access):

Briefly describe the intended activities to be completed while onsite at the subject location:

Requirements for Contractor's Accessing Borough Facilities

Any Contractor, desiring to gain access to Borough Facilities, for projects or efforts not related to a Borough led or initiated activity where other guidelines are provided, must follow the listed requirements. By signature below, and if approved, by being granted access, the Contractor shall adhere to these requirements. Failure to do so, at any time prior to, or during the time at the facility, will result in the Contractor being asked to leave until such corrective measures can be taken to gain compliance.

- All contractors must present an initial photo ID (Driver's License or Borough accepted equal) and have a photo ID badge on their person at all times to confirm their identify (to match the list above). **Contractors without ID badges or those individuals who are not on the list will not be permitted to enter the facility.**
- Contractors will not be permitted to be onsite in off hours (e.g., before 0700hrs or after 1700hrs) unless otherwise approved for EMERGENCY ACCESS by EMS.
- Contractors will not be permitted to be onsite on non-business days (Saturday/Sunday) unless it is determined / confirmed to be an emergency situation.
- Contractors may not provide their own secondary locking devices (to permit future access). If such devices are installed, once discovered they will be physically removed and discarded. This does not apply to locks for doors on ground-based equipment shelters which house no Borough equipment.
- There is a required \$25.00 deposit in the form of cash or check which will be returned once the badge is returned to the Borough. Badges are issued for a 48 period unless otherwise approved.

- Contractors are solely responsible for providing and correctly using their own personal safety and protection equipment. Further, all Contractors must adhere to all appropriate OSHA requirements for accessing and working on facilities. Anyone not adhering to appropriate standards will be asked to leave the facility immediately.
- Any Borough facilities, or equipment, damaged by the operations of the Contractor must be repaired at the Contractor's sole cost, to a condition equal to or exceeding preexisting condition(s).

I hereby state that the facts above set forth are true and correct to the best of my knowledge, information, and belief, that the activities as outlined in this request shall be conducted in compliance with the above noted requirements, and that this verification is made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Contractor Signature: _____

Contractor Name: (*printed*) _____

Date Signed: _____

OFFICE USE ONLY

Date Application Received: _____ Received By: _____

Access Approval Date: _____ Approved By: _____

Access Denial Date: _____ Denied By: _____

Reason for Denial:

