CHECK-IN/CHECK-OUT ROSTER
WEEKEND AND OFF-HOUR FACILITIES USAGE

(It is necessary to know who is in the buildings and to avoid causing false alarms of the security system).

CHECK-IN PROCEDURES

A. Record the **DATE, NAME**, **ROOM**, and **TIME IN**.

B. If you are the first one in the building, **turn the alarm off**.

CHECK-OUT PROCEDURES

A. Is there someone still in the building or not checked out? **IF SO**,

B. **DO NOT ALARM THE BUILDING,** and

C. Record your **TIME OUT** and **INITIAL**.

(OR)

A. If everyone is gone and signed out,

B. Record your **TIME OUT** and **INITIAL**.

C. **ALARM THE BUILDING**.

DATE	NAME	ROOM NO.	TIME IN	TIME OUT	INITIALS