

# Recurring Visit Request

**Term:** Form must be submitted at least one week prior to beginning of term.

The purpose of this form is to obtain required approvals for working on campus for essential functions which cannot be done remotely: functions which need to be done routinely throughout the semester and can be predicted with certainty at the start of the term. Supervisors must notify Director of Facilities of changes or if preplanned employees do not come to campus. Employees must complete [LACCD online Covid-19 Symptom Self Check](#) prior to arriving at campus.

**Name:**

**Position:**

**Department:**

**Location of where essential work will be done:**

**Bldg:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Description/justification of essential work:** (i.e. performing tasks/processing documents/utilizing technology systems or software only available on campus and not available on LACCD portal)

**Days of the week requested to be on campus:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Arrival Time							
Duration (Hrs.)							

**Safety precautions to be observed during work** (i.e. if others will be working at the same time).

**Approvals:**

\_\_\_\_\_  
Supervisor/Manager

\_\_\_\_\_  
Division VP

\_\_\_\_\_  
President

Fully approved form must be submitted to Safety Officer and employee Supervisor.

**Implementation - 11/10/2020**