

# Exiting Staff Member Form

(COMPLETED BY TENANT LIASION)

## For EXITING employee, tenant liasion:

- 1 Collects FOB/keys/parking permit and turns in to Business Director.
- 2 Notifies COAH of any restrictions/concerns, if any, regarding terminated employee.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Last Day: \_\_\_\_\_

Parking Permit Collected: \_\_\_\_\_

Keys Collected: \_\_\_\_\_

Keys Collected:

FOB	Rm #	Rm #	Rm #	Rm #	Rm #

**Please submit to Business Director on exiting employees' last day.**

### For City on a Hill Use

- Communicate staff change to City on a Hill tenant relations staff
- Communicate restrictions/concerns to City on a Hill tenant relations staff, if applicable
- Notify front desk
- Collect keys and return to Brooke
- De-activate FOB
- Update key log
- Remove photo from photo directory