



Key Fob Agreement

Dear RDA Employee:

The Manassas office at 11100 Endeavor Court has a keyless entry system installed in the building. Each RDA Fredericksburg employee may be issued one keyfob (FOB), which will allow access to the building. The building will remain unlocked during normal business hours, from 7:00 AM to 6:00 PM. But, you will need your FOB in order to get into the building after 6:00 PM and before 7:00 AM on weekdays and at any time over the weekend. Please keep your FOB with you while using the stairs and during non-business hours.

The Fredericksburg office has a typical lock and key system. Each RDA Fredericksburg employee will be issued one key, which will allow access to the building through the Suite 105 door. The building will remain unlocked during normal business hours, from 8 AM to 5 PM. But, you will need your key in order to get into the building after 5 PM and before 8 AM on weekdays and at any time over the weekend. Please remember to keep your key with you at all times during non-business hours.

Employees are advised not to loan their key to anyone. **If you lose your key, please inform Carol Axberg immediately.** Replacement keys may be purchased for \$10.00.

This is to acknowledge that I have received my key and that I agree to report when my key it is lost.

Signature

Date

Print Name Employee #

FOB Key #