



Key Fob Agreement

Dear RDA Employee:

The Manassas office at 11100 Endeavor Court has a keyless entry system installed in the building. Each RDA Richmond 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 Richmond Office Suite at 4301 Dominion Boulevard has a typical lock and key system. Each RDA employee may be issued one key, which will allow access to Suite 100 for entry before and after normal business hours on weekdays and at any time over the weekend.

Employees are advised not to loan their key or FOB to anyone. The system will record which FOB is used to enter the building and the date and time of entry every time it's used. In the event of vandalism, theft, or other illegal activities, this information may be used to identify suspects.

If you lose your FOB, please inform the Director of Human Resources immediately so that the device may be deactivated. Replacement FOBs 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 #

