

Unscheduled Work Visits Procedure

In the event you must come to work outside your regular work schedule:

1. Report to the maintenance department and sign in.
2. If the maintenance department is locked, call the security officer on duty at (910) 674-6428 and wait for their arrival.
3. Calling the security officer does not constitute signing in. You are still required to sign in.
4. Give the maintenance department a call every two hours to assure your safety.
5. Upon your departure, revisit the maintenance department and sign out.
6. This written log will be kept on record for future references.