



## PHOTO IDENTIFICATION BADGES and ACCESS POLICY

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### I. Introduction

Welcome to the LAUSD Central Administration Building!

It is District policy that all District employees and contractors working within the LAUSD Central Administration Building must carry with them and display a *Beaudry Photo Identification Badge*. This badge provides several benefits including:

1. Building Security. The badge ensures that you are identified as an authorized occupant of Beaudry HQ.
2. Access to Secure Areas. If authorized, the badge can be used to allow you access to secure areas within the building.
3. After Hours Access. If authorized, the badge will allow you elevator access to predetermined floors and then access through the floor lobby doors.
4. Parking Access. If you are signed up for monthly parking, this badge, or a second badge, will allow you access to the District's monthly parking garages.



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5. Fire Life Safety Training. Completing the *LAUSD Access Badge Request Form* (Exhibit A) initiates the process for you to take the online fire life safety training – as required by the Los Angeles Fire Department for all building occupants.

You obtain your Beaudry Photo Identification Badge from the LAUSD Building Management Office in the building, currently under the direction of Morlin Management Corporation, the District's facility services contractor, by submitting the *LAUSD Access Badge Request Form* (Exhibit A). Please read the following information and contact the LAUSD Building Management Office at (213) 241-1320 should you have any questions or concerns.

### II. Access Policies

#### A. Access during District Business Hours – Monday through Friday, 6am to 6pm

Generally, all District employees and contractors have access to all District floors during business hours. There are areas within the building that have restricted access – special rooms adjacent to the Board Room, the Data Center on the 9<sup>th</sup> floor, and certain secure areas on the 12<sup>th</sup> and 24<sup>th</sup> floors. In order to have your badge programmed for access to any of these areas, the *LAUSD Access Badge Request Form* (Exhibit A) must indicate the special access for which you have approval.

The *LAUSD Access Badge Request Form* must be approved by an authorized signor. Access to the secured areas near the Board Room and on the 24<sup>th</sup> floor requires authorization from the Superintendent's office.

#### B. Access After Hours – After 6pm to 6am weekdays, all weekends and holidays

A properly programmed access badge will allow access to the building after hours, on weekends or holidays. The badge can be programmed for specific floor access and for selected areas and offices within certain floors. Permissions and access levels for all LAUSD staff are granted on a case by case basis by each department head.

**Badge Access.** If your *LAUSD Access Badge Request Form* (Exhibit A) authorizes your access after hours or on weekends and holidays, your badge will be programmed to provide access to authorized floors via the card readers within the elevators and at doors on your floor.

**After Hours Access Request (Exhibit B).** The *After Hours Access Request* form is used when a department does not want to program a staff member's badge on a permanent basis for after hours access. All employees who need access to the building after hours for overtime, classes, meetings, special projects or assignments, will need to have their department's authorized signature on a completed *After Hours Access Request* form.



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An *After Hours Access Request* form can be completed to cover after hours access for each calendar month. A new *After Hours Access Request* form must be submitted at the start of each new month. A revised form must be submitted if any employees listed on the monthly form cease working for LAUSD.

*After Hours Access Request* forms for activity during the week must be turned in by noon of the day that the after hour access is needed. (Example: If after hour access is needed for Wednesday night or Thursday morning, the form must be turned in by noon on Wednesday.) It is required by noon the day before a holiday or by noon on Friday for the weekend.

**After Hours Procedure.** Regardless of whether or not you have a pre-programmed badge with after hours access, if you are entering the building after hours or on weekends, you must sign in and out at the security desk on the first floor of the building.

If your badge is programmed, you may then proceed to the elevator, scan your card at the reader inside the cab, and press the floor. If your badge was not pre-programmed, a security guard will escort you to the elevator and scan in his badge for you. The indicator light may go out after a few seconds – but the elevator will still proceed to your floor. *Do not allow other elevator passengers to enter your floor unless they too have authorized access. Please contact Building Security at 213-241-1692 if you encounter any problems.*

**Please direct unauthorized use of access cards or a card reader access failure to the LAUSD Building Management Office or the security desk on the first floor.**

### C. Visitor Access

#### **During Business Hours**

At this time, visitors should be directed to the reception area on each floor. The receptionist will then contact you or direct your visitor to your location.

#### **After Hours**

Prior arrangements must be made for any visitors arriving before 6:00am or after 6:00 pm weekdays or any time on weekends or holidays. Please present an *After Hours Access Request* (Exhibit B) containing the department's authorized signature to the LAUSD Building Management Office by noon of the previous business day. An original, not a faxed copy, of the *After Hours Access Request* form must be delivered to the LAUSD Building Management Office.

All after hours visitors will be required to present proper identification to the School Safety Officer at the first floor security desk. The officer will then arrange for



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appropriate access. The procedure can result in minor delays, subject to the availability of the roving School Safety Officer, as the visitor must be escorted to the appropriate floor. Advise your visitors of the possible delay, so they may schedule their arrival time accordingly.

### III. Access Procedures

#### A. Using Your Access Badge

If you have after hours access programmed into your badge, after 6:00pm and on weekends or holidays, hold your badge up to the card reader located in each elevator cab. You then have 3 seconds to push the appropriate floor button. Each employee is responsible for ensuring that other elevator passengers do not enter any floor without proper access authority.

One set of elevator lobby doors on each floor is outfitted with a card reader that ensures that doors remain locked after hours. After gaining access to the floor via elevator, your programmed access card should be held up to the card reader in the elevator lobby to gain access to the interior of the floor. Do not use your programmed access card to provide any other person access to the floor and be aware of persons who may attempt to follow you onto a floor or through a restricted access door. Also, please note that the security guards are not able to unlock offices for employees who do not possess their own keys.

At the end of each workday, a School Safety Officer will physically close all elevator lobby doors on each floor. The locking mechanism is activated at 6:00 pm.

**Please direct unauthorized use of access cards or card reader access failure to the LAUSD Building Management Office.**

The *LAUSD Access Badge Request Form* must be approved by an authorized signor. Access to the secured areas near the Board Room and on the 24<sup>th</sup> floor require authorization from the Superintendent's office.

#### B. Obtaining an LAUSD Photo Identification Badge

All District employees and contractors working at Beaudry, even interns, subs and temporary workers, must carry an official LAUSD Photo Identification Badge while in the building. All must complete the *LAUSD Access Badge Request Form* (Exhibit A). The forms must be signed off by the department's authorized personnel. Bring the completed form to the LAUSD Building Management Office between 9:00 am and 12:30 pm or from 1:30 pm to 4:00 pm in Beaudry HQ in order to have a photo taken. It takes approximately 1-2 business days to complete each badge.



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All staff working at the Beaudry building, no matter the length of employment, must complete either the *LAUSD Access Badge Request Form*.

The *LAUSD Access Badge Request Form* has a location for an email address. Generally, all new District employees must apply for a District email account through ITD. The email account is critical since the Internet is used for Fire Life Safety training. An email account can be obtained, with your supervisor's approval, at:

[http://techsupport.lausd.net/lausd\\_applications.htm](http://techsupport.lausd.net/lausd_applications.htm). Select "*LAUSDnet Employee E-mail and Internet Access Application*"

All non-district employees, consultants and contractors must obtain an email account for security and fire and life safety purposes at:

<http://www.lausd.net/>. Click on "*Offices*" then "*Information Technology Department*" then "*Network Operations*" then "*Standards & Procedures Section*". Scroll to the bottom for the "*ExchangeNet Application*".

### C. Changes in Employee Status or Location

An *LAUSD Access Badge Request Form* must be re-submitted if there are any changes to a staff member's status as follows:

- A change to the hours or days of the week
- A change of floors on which he or she works
- A transfer to a different department within the Beaudry building
- A change in access level

When an employee transfers to another department, the former department must notify Morlin and the new department must submit a new *LAUSD Access Badge Request Form*. This process helps ensure proper department authorizations.

#### **Note:**

All requests for access to the 24th Floor or to the auxiliary rooms adjacent to the first floor Boardroom are subject to approval of the Superintendent's office.

### D. Lost or Defective Badges

For a lost or defective Beaudry Photo Identification Badge or, if applicable, a B2 or LA Studios parking card, immediately contact the LAUSD Building Management Office at 213-241-1320 or via email at [BeaudryBuildingServices@LAUSD.net](mailto:BeaudryBuildingServices@LAUSD.net) and follow these procedures:



## **Policies and Procedures LAUSD Central Administration Building**

### **Lost Badges**

If the you lose your LAUSD Beaudry photo identification badge, your LA Center Studios I.D. badge or LACS hang tag, the charge is \$10.00.(check only – made payable to “LAUSD”). A new *LAUSD Access Badge Request Form* must be turned in as well. It must be signed by the person whose badge is being replaced. It does not need an authorized signature unless there is also a change to the access level.

If you lose the white B2/Pacific Stock Exchange parking card, there is also a \$10 replacement fee payable by check to “AMPCO”.

### **Defective Badges**

If your badge is defective, there is no replacement charge. Please submit a new *LAUSD Access Badge Request Form* signed by the person whose badge is defective. The defective badge must be returned before receiving the new replacement badge.

## **E. Leaving or Transferring from the LAUSD Central Administration Building**

Upon termination, extended medical/personal leave, retirement or transfer of any District staff member located at Beaudry, department timekeepers must notify the LAUSD Building Management Office immediately with the effective date. The departing employee must turn in his or her *Beaudry Photo Identification Badge*, B2 parking access card and the LA Center Studios hang tag and I.D. badge, as applicable, to Morlin or to the department head. Collected badges should be returned to the LAUSD Building Management Office immediately. If the leave is for medical or personal reasons, the timekeeper should notify Morlin with the anticipated date of return so that Morlin can plan for re-activation of the badges.

Please note there is a \$10.00 charge to the employee for all unreturned access badges and parking cards.

Please notify the LAUSD Building Management Office by email ([BeaudryBuildingServices@LAUSD.net](mailto:BeaudryBuildingServices@LAUSD.net)) or fax to (213) 241-8921 immediately with the employee's name, department and the date of termination, retirement, medical leave or transfer. The department should follow your notification with a revised *LAUSD Access Badge Request Form* showing the changes and signed by an authorized person from that department.

## **IV. Forms (below)**

*Any questions regarding these policies and procedures can be directed to the LAUSD Building Management Office, 213-241-1320 or by email [BeaudryBuildingServices@LAUSD.net](mailto:BeaudryBuildingServices@LAUSD.net).*

## LAUSD ACCESS BADGE REQUEST

### TYPE OF REQUEST: (check one)

- ☐ New Card ☐ Exiting LAUSD ☐ Replace Lost Card (\$10 charge)  
☐ Change on Existing Card: ☐ Replace Defective Card ☐ Other: \_\_\_\_\_  
☐ Parking Change ☐ Transferred to new division at LAUSD: \_\_\_\_\_  
☐ Access Level Change (Fill in new division name)

### CARDHOLDER INFORMATION: (please print)

Employee or Contractor Name: \_\_\_\_\_

Location: Floor: \_\_\_\_ Cube/Office #: \_\_\_\_\_ Contractor: ☐ or Employee: ☐ Employee #: \_\_\_\_\_

Physically Challenged: ☐ DMV Plaque/Plate #: \_\_\_\_\_  
(Need a Copy of the DMV Paperwork)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Division: \_\_\_\_\_ Branch: \_\_\_\_\_

### BUILDING ACCESS:

Times (check one): ☐ 6 AM to 6 PM ☐ 6 AM to 9 PM ☐ 24 Hours / 7 Days

Days (check one): ☐ Mon thru Friday ☐ Mon thru Saturday

Floors/Elevators: ☐1 ☐2 ☐9 ☐10 ☐12 ☐14 ☐15 ☐16 ☐17  
(check each) ☐18 ☐20 ☐22 ☐23 ☐24 ☐25 ☐26 ☐27 ☐28

### PARKING ACCESS:

☐ Beaudry I ☐ Beaudry II ☐ LA Center Studios ☐ Subsidy ☐ No parking

Vehicle Information	MAKE / MODEL	YEAR	COLOR	LICENSE PLATE
Vehicle 1				
Vehicle 2				
Vehicle 3				

Type of vehicle access: ☐ Unreserved ☐ Reserved ☐ Handicapped

I have read, understand and agree to abide by the terms and conditions listed on the back of this form. I also agree to abide by the rules and regulations of the Los Angeles Unified School District, Bank of America, Los Angeles Center Studios, Golden Hills Properties, LLC regarding the access to 333 South Beaudry, LA Center Studios or 233 South Beaudry, as applicable.

X: \_\_\_\_\_  
Employee/Customer Signature

Date: \_\_\_\_\_

#### LAUSD MANAGER APPROVAL OF ACCESS & PARKING

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

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Internal Use Only: Processing Completion:

Security Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Parking Initials: \_\_\_\_\_ Date: \_\_\_\_\_

JLL Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Card Information – Beaudry I, II & LACS Parking & Access:

External Key Card #: \_\_\_\_\_

Internal Key Card #: \_\_\_\_\_

Beaudry II Parking Card #: \_\_\_\_\_

LACS Hang Tag & ID Card #: \_\_\_\_\_

JPEG #: \_\_\_\_\_



**If you are parking at 333 South Beaudry, you are agreeing to the following:**



**Parking Agreement: This Contract limits our liability. Please read carefully.**

1. Standard Parking and Landlord are offering parking spaces for rent only during hours of operation posted at this location. Vehicles left during unattended times are left at customer's own risk.
2. Parking space is rented on a calendar month basis, running from the first through last day of each month.
3. In self-park locations, Customer agrees to hold Standard Parking harmless as Standard Parking is renting space and no bailment is created. Standard Parking, Morlin Management Corporation and landlord are not liable for damage to, or theft of, vehicle under any circumstances.
4. In both self-park and attendant parking areas, the Customer agrees not to leave articles of personal property of any value in the vehicle and specifically agrees not to hold Standard Parking and Landlord responsible for any damages resulting from the loss of or damage to said articles of personal property left in vehicle in violation of this Agreement.
5. All claimed damage or loss must be reported and itemized by Customer to location supervisor and be recorded in writing before vehicle is taken from the facility.
6. When a "card-key" entry card (one card per contracted vehicle parked) is supplied by Standard Parking, card shall be used to enter and exit automatic-equipped facilities. The prevailing daily rate will be charged to the vehicle operator if card-key is not used as directed. Any attempt at manipulation of parking procedures will result in cancellation of monthly parking privileges and charging of daily rate. All access cards are the property of Landlord. Whenever you are no longer a occupant of the Building, it is your responsibility to return the card to the Office of the Building or the Parking Garage Office.
7. A \$10 charge will be imposed for replacement of any lost, stolen or damaged cards. Rates are adjustable upon 30-day notice to Customer.
8. Location supervisor or attendants are not authorized to make or allow any exceptions to this Agreement and operating regulations.
9. This Agreement may be terminated by Standard Parking or Landlord upon 30-day notice to Customer, posted at the location.
10. Customer agrees to abide by the rules and regulations as established from time to time.
11. Overnight parking is prohibited. LAUSD acknowledges that Pool Cars are left overnight at their own risk.

Initials: \_\_\_\_\_

**If you are parking at 233 South Beaudry (Beaudry II), you are agreeing to the following:**

**Ampco System Parking**

233 S. Beaudry Avenue  
Los Angeles, CA 90017

**Parking Agreement: This Contract limits our liability. Please read carefully.**

This permit allows you to park one vehicle in a designated area at your sole risk. Ampco System Parking does not agree to safeguard your vehicle or assume care, custody or control of your vehicle or its contents. Ampco System Parking is not responsible for fire, theft, damage or loss to your vehicle or its contents. Only a license to park is granted hereby, and no bailment is created. In the event that a lawsuit is filed for any casualty to your vehicle or its contents, you agree to defend and indemnify Ampco System Parking for any other type of loss including reasonable attorney fees. This is your entire contract and no Ampco System Parking employee may modify or waive any of its terms.

1. Use of the hang-tag by anyone other than the designated user may result in cancellation of monthly parking privileges. Monthly parking authorization permits are non-transferable.
2. If applicable, monthly permits must be VISIBLY DISPLAYED on vehicles at all times when using the facility. Cars entering without current, visible monthly permit are subject to the maximum daily rate.
3. AMPCO SYSTEM Parking reserves the right to confiscate all non-valid or non-renewed permits and/or keycard permits.
4. Keycard holders should not take tickets from the ticket machine. If you have forgotten your keycard, please notify the parking attendant. If you have taken a ticket to gain entrance, please submit the ticket at the exit. Each facility manager is responsible for all missing tickets. Your cooperation is appreciated.
5. Monthly permit holders must park in designated areas.
6. Customer agrees to report any damaged caused by Customer's vehicle. If discrepancies exist, please see the parking manager.
7. Customer agrees to follow the instructions of garage/lot personnel and/or posted signage.
8. Prior notice of termination is required. Please contact facility manager.
9. Do not leave tickets or keycards in vehicles.
10. Do not leave valuables, phones in vehicle. Lock all possessions.
11. Do not provide all keys to AMPCO.

Initials: \_\_\_\_\_



**LAUSD  
BEAUDRY HEADQUARTERS - 333 S. BEAUDRY  
AFTER HOURS ACCESS REQUEST**

DATE: \_\_\_\_\_

**REQUESTED BY:**

UNIT NAME NAME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ACCESS IS REQUESTED FOR:**

WEEKDAYS: \_\_\_\_\_ WEEKENDS: \_\_\_\_\_ START DATE: \_\_\_\_\_ # OF DAYS: \_\_\_\_\_ WORK HOURS: \_\_\_\_\_ TO: \_\_\_\_\_

FLOOR/S (FOR AUTHORIZED INDIVIDUALS LISTED BELOW): \_\_\_\_\_

**PERSONS TO BE ALLOWED ACCESS:**

1	_____	7	_____
2	_____	8	_____
3	_____	9	_____
4	_____	10	_____
5	_____	11	_____
6	_____	12	_____

*(IF MORE SPACE IS NEEDED, PLEASE ATTACH A LIST)*

AUTHORIZED SIGNER FOR UNIT/CONTRACTOR LISTED ABOVE:

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

***FOR OFFICE OF THE BUILDING USE ONLY***

***THIS REQUEST HAS BEEN APPROVED BY:***

PROPERTY MANAGER: \_\_\_\_\_

ASSISTANT PROPERTY MANAGER: \_\_\_\_\_

ADMINISTRATIVE ASSISTANT: \_\_\_\_\_