

**RECORD OF TIME OF ARRIVAL AND DEPARTURE
FROM BUILDINGS (DURING SECURITY HOURS)**

BUILDING

YEAR

MONTH

DATE (a)	PRINT NAME (Last - First - Initial) (b)	SIGNATURE (c)	AGENCY OR FIRM (d)	ROOM NUMBER (e)	PURPOSE OF VISIT (f)	SEE FOOTNOTE* (g)	TIME OF	
							ARRIVAL (h)	DEPARTURE (i)

* Federal Protective Service and Contract Administration personnel, when conducting an investigation, must place an "X" in this column.

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