

* Mandatory Fields (Please Complete)

Use this form to advise assignment details to be included to the service provided

CONTROL ROOM SERVICES:

Complete All Sections, and return to GalliNet Control & Information Centre for system entry.

Note: - All assignment detail(s) entered on behalf of clients are done so on a grace and favour basis. Responsibility for the accuracy of all information entered remains with the clients in all instances.

*Client Name (Your Company)	[Your company Name]
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Assignment Detail(s) :-

*Today's Date	*Type Of Service Provided (Security Officer / Porter / Service Attendant / Logistics / Lone Worker / Other)	
DD/MM/YY	Static Guarding / Key holding Alarm Response	
*Site Name (The only name to which the site will be referred to as)	Name of site	
*Address (Exact Location) Please provide all address detail, including Postcode	Full site address including postcode	
*Site Telephone Number		
The number on which the officer can be contacted		

Operational Information: (provide detail(s) for Contractual duties) (Please continue on additional sheet if required detailing –Site Name)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0700-1900	0700-1900	0700-1900	0700-1900	0700-1900	0700-1900	0700-1900
					1900-0700	1900-0700

*Health & Safety Check(s) / Check Call Requirement(s) (Check Calls are a General Health & Safety Requirement) (Detail Specification Required –i.e., Hourly from 19:00 Hrs-to-07:00 Hrs etc)
Check calls hourly, on the hour. All shifts

*Post-Time Window for ON Calls (Number of minutes allowed for call acceptance AFTER due time)	*Pre-Time Window for CHK Calls (Number of minutes allowed for call acceptance BEFORE due time)	*Post-Time Window for CHK Calls (Number of minutes allowed for call acceptance AFTER due time)
45 Minutes	15 Minutes	15 Minutes

*Call Escalation Peoplehours™ will attempt to contact the officer's mobile number, thereafter please provide at least two Names and numbers to be contacted in the event of any missed call. Please note that any deviation from the format detailed below will require submission and pre-approval by Gallinet.
<ol style="list-style-type: none"> 1. Call officers Mobile telephone 2. Call Assignment telephone 3. Call _____ 4. Call _____