

To: MSM and Emory Physicians, Students, Residents, Professors, etc.

From: Patient Valuables Clerk

RE: 14th Floor Doctor Call Room - House Rules

1. Key Cards may only be issued after 1230 hours due to cleaning process.
2. After 2230 hours, receive a key card from 13E Public Safety Officer.
3. On Weekends and Holidays, receive a key card from 13E Public Safety Officer
4. Only (1) key card will be issued per doctor.
5. Only (1) elevator key will be issued per doctor (must make deposit).
6. Room is considered clean if (1) or more beds are made.
7. Aramark employees do not clean on weekends, if there are issues with the room during this time, contact Environmental Service at 5-9022, or ask to be moved to another room. Be sure to exchange your key card.
8. Doctor receiving key card must be present at window when retrieving.
9. All daily/nightly key cards will be due and expires at 0900 hrs the following day, unless otherwise stated by E1203 Clerk.
10. Turn in key cards via 12th floor or 14th floor brown drop boxes on E-Hallways or directly to E1203 Clerk.
11. Be Mindful of the length of time key card is in your possession, it may prohibit your colleagues from obtaining one (**Rooms and key cards are limited**)
12. If key cards are not returned within a timely manner (by 900 hours), those person(s) will not receive another key card until previous one is in E1203 Clerk's possession.
13. \$10.00 non-refundable payment is due for any damaged or misplaced key cards and must be paid before receiving access to 14th floor and/or a new key card.
14. Key Cards will not be issued with an attached elevator key during the hours of 1230 – 2230.
15. For personal elevator keys, make a \$10.00 deposit (**EXACT CASH ONLY**) to E1203 Clerk; Must return undamaged elevator key before departing Grady Health System in order to acquire \$10.00 refund.
16. Do not remove linen from unoccupied beds in the rooms. If additional linen is needed, retrieve necessary items from blue laundry cart on E-Hallway.
17. On-Call Schedules along with valid Grady Id Badges must be presented when requesting a key card for long periods of time, ask E1203 Clerk for more information.

Thank You,
Patient Valuables Clerk

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