

# Guard Request Form

Last reviewed: July 2024  
Next review: July 2025

Operations and Service Delivery Division  
This form should be used to request guard services.

Customers requesting guard services are asked to fill in all applicable sections and email the completed form to [controlroom@gov.sk.ca](mailto:controlroom@gov.sk.ca), [christina.rodman@gov.sk.ca](mailto:christina.rodman@gov.sk.ca), and [tyler.mcgough@gov.sk.ca](mailto:tyler.mcgough@gov.sk.ca) (all contacts) for processing.

## Requested Date(s) and Time(s)

_____		To	_____
Date required		Time Required	
_____		To	_____
Date Required		Time Required	
_____		To	_____
Date Required		Time Required	
_____		To	_____
Date Required		Time Required	
_____		To	_____
Date Required		Time Required	

## Location for Guard Services

_____	
Facility Name	
_____	_____
(Unit) Street Number	Street Name
_____	
City/Town	

## SaskBuilds and Procurement Chargeback Information

Project or JR number:  
(if applicable)

_____
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_____	_____
Requested by	Ministry/Organization
_____	_____
Billing Contact	Ministry/Organization
_____	_____
(Unit) Street number	Street Name
_____	_____
City/Town	Postal Code

## Guard Duties/Contact Information

Guard Duties:

*Please describe the nature of your request, what will be required of the guard, contact phone numbers and any additional information.*