

R L Fender Construction Company
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Dayton, Ohio 45403-2459
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Date: December 10, 2018

To: Employees Scheduled to work at Dayton Children's in 2019

From: Kim Birdseye, CFO, R L Fender Construction Company

- 1) Go to the City of Dayton Safety Building (between the Coroner's Office and Municipal Courts Buildings) at **335 West Third Street, 1st Floor, Room 130 between the hours of 8AM to 10AM, Monday-Friday.** Ask for **Yolanda** or whomever does the Background Checks. Parking is on the streets.
- 2) The Background Check code you will need is 215186**
- 3) You will complete an application and be finger-printed.
- 4) Cost for the service is \$40 and they do not accept credit cards.
- 5) Ask her to send the results to the following, they will not come to you.

Christy Kau-Baker, Safety Office Manager
Dayton Children's Hospital
One Children's Plaza
Dayton, Ohio 45404
Phone: 937-641-3636
Email: kaubakerc@childrensdayton.org

You may leave this memo with Yolanda to help with delivery of the results.