

## 355 ALHAMBRA TENANTS ACCESS CARDS POLICIES

In an effort to maintain security for all tenants at 355 Alhambra Building, the building main entrance doors will be secured from 7 pm to 7am, Monday through Friday and 24 hours a day Saturdays, Sundays and holidays. An access card will be required to enter the building except during regular business hours of 7am to 7pm Monday through Friday (holidays excluded).

The access cards are required not only to open the building main entrance doors after regular business hours but also to direct the building elevators from the main lobby to a particular floor after-hours. The access card will be required to direct the elevator to your floor once you enter the elevator in the main lobby. An access card however, is not required to call the elevator to your particular floor if you need to go from your floor to the main lobby after regular business hours.

In order to use the access cards you will need to place the card in front of the proximity card reader located next to the main entrance doors. Doors will automatically open for approximately 10 seconds before they lock again once the green light lights up.

To access your floor from the main lobby, enter the elevator and present your card to the proximity reader next to the elevator control panel. Once the green light lights up, press the button to your particular floor and the elevator will travel to your floor. **Tenants will only have access to their floor after regular business hours.** When leaving your office or floor after regular business hours, go to the elevator lobby, press the elevator call button and the elevator will respond to your call. Elevator will only bring you to the main lobby

All tenants who have been assigned an access card by their employer must adhere to a few safety guidelines to reduce the risk of compromising security:

1. Keep all stairwell doors completely closed at all times
2. Keep your suite entrance doors closed at all times and locked at the end of the day when the receptionist is no longer on duty.
3. Sign in and out with the security guards when entering and exiting the building after regular business hours.
4. Keep your access card in your possession at all times. Do not loan your card. Tenants will be held responsible for any incident occurring while the card is under their name even if someone else used it. Access cards are not transferable.
5. If you lose your card, report the loss immediately to the Management Office. Your card will be immediately deactivated to protect you and the building property. You will be re-issued a new card at a cost of \$25.00. New card will be activated when the management office has received payment.

Acknowledged and Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_