

Procedures for access into the building:

1. All vendors coming into the building must have a certificate of insurance on file with the building.
2. No vendors other than small food deliveries can access the building through the passenger elevators.
3. All vendors (including, food deliveries, messengers, etc.) need to sign in at the lobby desk each time they come into the building.
4. Only small boxes that can be carried, small luggage or items on small 2 wheel carry luggage carts are permitted through the lobby.
5. Any boxes or items being removed by employees of a company must have a signed letter on company letterhead approving these items from being removed.
6. Starting July 1<sup>st</sup> all visitors coming into the building must be pre-registered in the system. If visitors are not pre-registered a call will be made by the lobby desk to the tenant before providing access to the building. Please ensure the lobby desk has a contact number to call for your office. (If visitors are not pre-registered it may result in delays to your space.)
7. All contractors coming into the building must receive a building pass before accessing the building.
8. Any large deliveries (more than 2 trips, furniture, move-ins and move-outs, etc.) for vendors or tenants must occur after hours (6 pm to 8 am) unless authorized by management.
9. Trucks for large deliveries are only permitted in the loading dock after hours (6 pm to 8 am). If any trucks need to be parked in the loading dock please advise management.

Should you have any further questions please contact the management office.