

Downtown Staff:

As we add new staff regularly, it seems to be a good time to remind everyone of certain procedures.

We will be having a new security contractor on July 1 and it is very important that everyone remember to wear their badges. The guards will be new and won't know us and it is our responsibility to have them on each and every day.

If you have guests visiting you in the building please stop by the security desk on the first floor or the reception desk on the 3rd floor and pick up a visitor badge for your guest. Also, you should accompany your guest throughout the non-public areas of the building. Other staff and guards won't know who they are and might stop them if they are in a non public area.

Remember also that the building is accessible to staff from 7:00am until 9:00pm Mondays through Thursdays and from 7:00am to 6:00pm on Fridays, 8:00am to 5:00pm on Saturdays and Noon until 6:00pm on Sundays. That means you should not come to work before that time or stay after those hours. Non public service staff who normally work from 8 to 5 M - F should let security know if they are in the building after their department closes for the evening or if they are working on the weekend. This is just for your own protection as security is responsible for making sure the building is clear when they leave or in the case of an emergency.

Finally, we have 3 "visitor" parking spots in the alley behind the building. Those spots are scheduled through the director's office. If you need to use a space please check with our office to see if spaces are available. Please ask your vendors or contractors or programmers not to park in a space that was not reserved for them. Or check with the director's office before sending them to another space. This will cause less confusion for everyone. If possible, try not to reserve all 3 spaces for one department at the same time. That way we can accommodate more visitors.

Also remember that downtown staff may park in any open space after 5pm on weekdays and all day on Saturday and Sunday. Those spots are not assigned after hours and it is first come first serve.

I appreciate everyone's cooperation.

Thanks,

Donna