

MEMO TO: All Employees

FROM: Franklin Coates, Director

DATE: February 24, 20--

SUBJECT: Security System

Beginning March 1, we will install a new security access system. Complete installation should occur by the end of March. The system will include new magnetic card readers at all entrances. It will also provide a more secure working environment, especially in the evenings and on weekends. Entrances will lock and unlock automatically each day during working hours. Please carefully read and follow the detailed instructions for using the new system.

RECEIVING A NEW ACCESS CARD

Once the new system is installed, you will need a new access identification card to enter the building during nonworking hours. Human Resources will begin taking pictures for new cards during the week of March 20. When you are called, report immediately. The cards will be issued as soon as they are ready. To receive your new card, you must turn in your old one.

ENTERING THE BUILDING

Entrances will automatically unlock each working day at 8 a.m. and lock at 5 p.m. To enter the building during nonworking hours, slide your access identification card (with the magnetic strip facing left) through the card reader at the right of the entrance door. When the green light comes on, open the door. Do not hold the door open longer than 30 seconds.

Once you enter the building during nonworking hours, please proceed immediately to the front desk and sign in. Record in the logbook your name, department, extension number, and arrival time.

LEAVING THE BUILDING

Before leaving the building, you must sign out. Please record your departure time beside your name. Do not use the special latch handle to open the door, or the alarm will sound. Instead, use the push bar. Once you have opened the door, do not let it remain open longer than 30 seconds, or the alarm will sound. If you accidentally set off the alarm, return to the front desk

and call the security company (the telephone number is at the top of the logbook). Be prepared to provide the security personnel with your name, extension number, and access card number.

At times you may need to have the door held open for extended periods of time during nonbusiness hours. In these situations, please make arrangements with Building Maintenance by calling extension 4444.

If you have questions about our new security access system and procedures, please contact me.

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