

General Safety Guidelines

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Immediately notify Building Management Office or Building Security of loiterers or suspicious persons in corridors or restrooms.
2. Turn away all solicitors and report solicitors to the Building Management Office or Building Security.
3. Always lock your suite when there is no one in the office – even if you have just stepped out for a quick moment.
4. Always remember to take your suite keys and tenant badge with you when you leave the premises.
5. Keep corridor and stairwell doors closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
7. Security is available to provide an escort to the 300 East Randolph or Millenium/Monroe garages if your employees leave the building after business hours.
8. Notify the police and the Building Security of any criminal activity.
9. Collect keys and building ID badges from employees who have resigned or have been terminated from your firm. Notify the Building Management Office immediately of any terminations in order to have all access cards deactivated.
10. Copy and distribute these general guidelines to your entire office staff.