

DOUGLAS PLAZA LOBBY DESK REMINDERS

RETRIEVE KEYS, MANAGER MEMO FROM OFFICE AND READ.

SET UP PODIUM DESK AND PLACE NEW SIGN IN SHEET ON TOP LEDGE.

REMEMBER EVERYONE ENTERING THE BUILDING SIGNS IN AND OUT.

REVIEW SIGN IN SHEET OFTEN TO KNOW WHO AND WHERE PEOPLE ARE AT ALL TIMES.

TENANTS WILL HAVE ACCESS CARDS; YOU WILL NEED TO OPEN THE FRONT GLASS ENTRY DOORS FOR THEIR CLIENTS AND GUESTS.

BE SURE ALL MOVER'S WORKERS AND CONSTRUCTION WORKERS HAVE SIGNED IN AND MAKE SURE THEY ALSO SIGN OUT.

BE SURE MOVERS HAVE COVERED THE LOBBY FLOOR AND FREIGHT ELEVATOR FLOOR WITH MASONITE OR PLYWOOD.

BE SURE MOVERS HAVE COVERED STAINLESS IN FREIGHT ELEVATOR WITH PADS OR CARDBOARD.

IF CONSTRUCTION, REPAIRS, OR REMODELING; IF THERE IS ANY POSSIBILITY OF DEBRIS HAVE THEM SIGN IN AND USE THE SECOND FLOOR GARAGE ENTRANCE. PROPERTY MANAGER WILL HAVE NORMALLY LEFT AN ENVELOPE WITH ACCESS CARD AND APPROPRIATE KEYS ATTACHED TO YOUR DAYS INSTRUCTIONS. RETURN THESE TO WITH YOUR REPORTS TO THE MANAGERS DESK AT THE CLOSE OF THE DAY.

KEEP YOURSELF AND YOUR AREA CLEAN AND PROFESSIONAL AT ALL TIMES.

END OF THE DAY PUT EVERYTHING BACK TO IT'S CORRECT PLACE.