

STOCK EXCHANGE TOWER TENANT MANUALS



SECURITY

ACCESS CONTROL KEY CONTROL PROCEDURES

ACCESS CONTROL

When to Use

An Access Card is required for entry to the parkade for monthly parking.

You will require a valid building Access Card to gain entry to the building after 6:00pm Monday to Friday and 24 hours per day on weekends and statutory holidays.

Access Card for a New Employee

Please assign an individual (tenant representative) from your company to handle all Access Card and parking concerns.

To obtain an Access Card, please drop off your card request on your company letterhead to the Security Desk. A new Access Card will be delivered to you within 24 hours of our receipt of the card request.

The tenant representative may obtain Access Cards for visitors or temporary employees in the same way as for new employees.

Access Card Lost or Stolen

Please report lost or stolen Access Cards to the Security Desk at (403) 777-5883 as soon as possible. The missing card will be voided and a new one issued once a request letter has been issued from the tenant representative.

After Hours Access

To access the office tower from 6:00pm to 6:00am or on weekends and statutory holidays you will require an Access Card that has been appropriately coded.

You must have a valid Access Card or you will not be given access to the building for any reason.

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Replacement Charge

There is no initial cost for Access Cards, however, an administration fee will be charged for each replacement card for lost or stolen cards.

KEY CONTROL PROCEDURES

GWL Realty Advisors has established a standard practice for the handling, issue, and protection of keys and lock systems.

One key will be issued for tenant interior and exterior doors, storage room door and mailbox. Once issued, they become the responsibility of the tenant. The keying of any tenant space must conform to the base building master lock system, which is a restricted blank system for greater security.