



TRINITY REAL ESTATE

Building Access Policy & Procedures

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Building Access Policy & Procedures

Purpose – Security

Trinity Real Estate is committed to providing a secure building on a 24-hour, 7-day per week basis through a combination of sophisticated security systems, closed circuit television and intrusion alarms. All building access – whether for tenants with ID cards, Visitor processing, Tenant deliveries and/or property removal – is monitored by **Securitas** officers stationed at the Lobby Security desk. This document is to detail those access policies and procedures related to Trinity Real Estate managed and operated properties.

Any questions or clarification requests related to this Policy and Procedure document should be directed to the Property Manager responsible for the management of the respective property.

Any questions relating to security, issuing ID cards, or the electronic Visitor Management System should be addressed to the **Securitas** office, Securitas@trinitywallstreet.org between the hours of 8 am and 6 pm. Contact Lois Martano (LMartano@trinitywallstreet.org) at Securitas for questions and issues regarding the VMS.

Trinity Real Estate Tenant Access Management

All Building Tenants & their staff, Tenant Guest Visitors (*see definition below*), and Tenant Contractors who require access to the Building are issued a TRE identification (ID card). Depending on property access controls, the ID card is to be presented either to the Building Security stationed in the lobby, or swiped in the electronic turnstile access control system in the lobby.

Tenants

All Tenants and their respective staff operating within a Trinity Real Estate property for more than 60 days are required to obtain a TRE issued photo identification (ID card).

‘Tenant’ is defined here as both primary leaseholders within a Trinity property, and their employees/staff who require full building access. This term also applies to Trinity-approved sub-tenants.

Tenant Guest Visitors

This applies to any individual visiting or working at a specific Tenant for more than 60 days but less than 6 months. Typically this can apply to interns, short-term assignment photographers, free-lancers, etc. – those who are not full time employees of the Tenant. Tenant Guest Visitors are required to obtain a TRE issued photo identification (ID card).

Tenant Contractors

This applies to a Contractor who provides service and support for systems within a Tenant’s space. This may include, but is not limited to mechanical system contractors, electrical system contractors, security system contractors, etc. All Contractors supporting a Tenant within a Trinity Real Estate property are issued TRE identification media – either a TRE Contractor ID or a daily Visitor Pass.

Trinity Real Estate ID Card System – General Policy

New ID Cards

ID cards are issued through the **Securitas** office at One Hudson Square (75 Varick St.). Primary TRE Tenants are responsible for placing requests for ID cards for their staff/employees, both full- and part-time, and for their contractors. Requests for ID cards can be made through Workspeed (<https://trinity.workspeed.com>) listed under the Security sub-heading “Building IDs”. New Tenants, prior to being provided Workspeed access, need to submit the necessary information directly to their Property Manager.

Regardless of the type of ID access card, the primary Tenant is the point of distribution to their employees, part-time/free-lance staff, interns, or contractors.

The Tenant must provide the full legal name of the individual which will be printed on the ID card. The color of the ID card is based upon the property the Card provides access to. Tenants in multiple properties will be issued a dual-color Tenant ID card.

Whenever possible, it is requested that a JPEG photo of the individual be submitted along with the ID card request. The photograph should be of the individual alone, and recent enough (taken within the last six months) to be a good likeness. The photograph must be color, clear, with a full front view of the face against a plain light-colored (white or off-white) background, and taken in normal attire, without a hat, head covering or dark glasses unless the item is worn daily for religious or medical purposes. Headphones or similar devices must not be worn in photographs. Any photographs retouched so that the appearance is changed are unacceptable.

If the individual does not have a suitable JPEG photo to submit, they can have the photo taken at the **Securitas** office located in the lobby of One Hudson Square (75 Varick Street). Email Securitas at Securitas@trinitywallstreet.org to make an appointment.

Only one (1) Trinity issued photo ID card will be assigned per individual. Requests for multiple ID cards for a single individual will not be considered.

Workspeed service requests for ID cards can support multiple submissions within a single request. Individual Workspeed requests per ID request are not required. If there are any question about Workspeed procedures, contact your Property Manager.

TRE will provide the Tenant with the ID card within 3-5 business days from receipt of request. Cards are delivered every Tuesday and Friday to the Tenant. Upon delivery of the ID card(s), the Tenant will be asked to sign the transmittal sheet confirming receipt.

Lost or Stolen ID Cards

Lost or stolen cards must be reported immediately to prevent unauthorized use. The Tenant should identify the name on the ID card through Workspeed. In the same Workspeed order, the Tenant can request a replacement ID card for the individual.

TRE will provide the Tenant with the replacement ID card within 3-5 business days from receipt of request. Cards are delivered every Tuesday and Friday to the Tenant. Until they receive their replacement card, the individual follows the Visitor procedures depending on the building access policy for their respective properties.

Upon delivery of the ID card(s), the Tenant will be asked to sign the transmittal sheet confirming receipt.

Should the individual find their lost ID card, the Tenant must return the card to TRE. The *found* ID card will not be active and will not permit access into the Property.

Employee Termination & ID Card recovery

All ID cards are property of Trinity Real Estate and are to be returned to TRE upon termination of employment (full- or part-time staff no longer employed by the Tenant) or termination of the Tenant's lease agreement.

The Tenant will be responsible as part of the Employee Termination/Resignation process to retrieve and return all individual ID cards to TRE. The Tenant will be credited \$10. towards their monthly lease payment upon return of the ID.

Should the Tenant be unable to retrieve the individual ID card, the Tenant should alert TRE of the individual's name so that the un-recovered ID card can be deactivated. Should the employee termination be confrontational or aggressive, the Tenant should immediately alert their respective Property Manager.

TENANT ID CARDS

All Tenants and their respective staff operating within a Trinity Real Estate property for more than 30 days are to be required to obtain a TRE issued photo identification (ID badge). All ID cards are property of Trinity Real Estate and are to be returned to TRE upon termination of the lease agreement.

Tenants are granted a 30 day grace period from date of lease signing to request Tenant ID cards for their staff at no cost to the Tenant. This request should be made directly through the Property Manager.

After the 30 day grace period, Tenants will be charged \$20. for each ID issued for the respective tenant. If the ID is returned to Trinity, the Tenant will be credited \$10. towards their monthly lease payment. Lost/stolen IDs will be replaced at a cost of \$20. Trinity reserves the right to revise costs based upon purchase and production costs of ID cards.

If the Tenant is leasing offices in a turnstile access building, usage reports of turnstile access can be provided to them for a fee identified by TRE. The report will be limited to the requesting Tenant's activity. The fee will be based upon the length of time and number of individual ID records.

TENANT GUEST VISITOR ID CARDS

All Tenants and their respective contract staff operating within a Trinity Real Estate property for more than 60 days and less than six (6) months will be required to obtain a TRE issued Guest Visitor photo identification (ID card). As this ID card is for a Tenant Guest Visitor, the valid access period will not be extended beyond 6 months. For access longer than 6 months, the individual should be issued a Tenant ID card.

All ID cards are property of Trinity Real Estate and are to be returned to TRE upon termination of the contract; the Tenant is responsible to retrieve and return all individual ID cards from staff no longer in their employ. Should the Tenant be unable to retrieve the individual ID card, the Tenant will alert TRE of the individual's name so that the un-retrieved ID card can be deactivated.

Tenants will be charged \$10. for each Guest Visitor ID issued to them. If the ID is returned to Trinity at the end of the valid access period, the Tenant will be credited \$10. towards their monthly lease payment. Lost/stolen IDs will be replaced at a cost of \$20. Trinity reserves the right to revise costs based upon purchase and production costs of ID cards.

Requests for ID cards can be made through Workspeed listed under the Security sub-heading "Building IDs". The Tenant should provide the full legal name of the individual which will be printed on the ID card. By submitting the ID request through Workspeed, the Tenant assumes responsibility and confirms that the name and photo of the ID request matches the submitting individual. In addition, the Tenant should specify when the card is to be deactivated. Unless otherwise specified, the ID card will automatically deactivate in 6 months.

TENANT CONTRACTOR ID CARDS

All contractors supporting a Tenant within a Trinity Real Estate property will be issued a TRE identification media. This identification media will be either a TRE Contractor ID for all Contractors conducting work in any Trinity Real Estate property for *more than* thirty (30) days, or a daily Visitor Pass for all contractors conducting work in any TRE property for thirty (30) days or *less*.

The Tenant is asked to notify Trinity Real Estate and Securitas upon completion of the Contractor's work and assure the return of the Contractor ID card(s). The Contractor ID will automatically expire 30 days from the date of request or a date (with the 30 day period) the Tenant identifies as part of the ID request.

All Contractors will be required to present either a TRE Contractor ID or government-issued photo ID to the Security Officer in the building lobby.

All identification media are property of Trinity Real Estate and are to be returned to TRE upon completion of the contracted work. The Tenant is responsible to retrieve and return all ID cards from Contractors no longer under contract by the Tenant.

There is a \$20. charge for each Contractor ID issued for the respective Tenant. If the ID is returned to Trinity, the Tenant will be credited \$10. towards their monthly lease payment. Trinity reserves the right to revise costs based upon purchase and production costs of ID cards. There is no cost for the daily Visitor Pass.

Requests for ID cards can be made through Workspeed listed under the Security sub-heading "Building IDs". The Tenant provides the name of the Contractor Company and the number of Contractor IDs required. In addition, the Tenant should identify when the card(s) should be deactivated. Unless otherwise specified, the ID card(s) will automatically deactivate in 30 days.

If the Contractor is given building access on a Daily Visitor Pass basis, they must follow the Visitor procedures depending on the respective building access controls.

Trinity Real Estate Building Procedures: ID Card Access

Non-Turnstile Properties

Building Tenants and their staff, Tenant Guest Visitors, and those Contractors that have been issued ID badges are required to present their ID cards to the Security Guard stationed in the Lobby each time they enter the building.

Contractors that have not been issued Access cards must present government-issued ID to the guard at the Lobby desk; they will then be given a Daily Visitor Pass on cardstock.

Turnstile Properties

Building Tenants and their staff, Tenant Guest Visitors, and those Contractors that have been issued ID cards are required to swipe their Cards at the turnstiles for access to the building.

Contractors that have not been issued Access cards must present government-issued ID to the Security Officer. The Security Officer will identify the Contractor in the Visitor Management System's registration log. When confirmed, the Security Officer will then grant the Contractor entry, presenting them with a cardstock Visitor Pass to gain access through the turnstiles.

Trinity Real Estate Building Procedures: Visitor Access

Non-Turnstile Properties – Access Procedures

These procedures are applicable for properties without turnstile access control in the building lobby.

1. The Visitor is to present a government issued photo ID to the Security Officer. The Security Officer will record the Visitor's name, destination Tenant and time of arrival.
2. The Security Officer will present the Visitor with a sticky-back daily Visitor Pass to be worn on the Visitor's outer garment.
3. The Visitor will be provided access to the property.

Non-Business Hours Access – The following access procedures will be in effect during non-business hours, which includes weekends and major holidays. Non-Business hours are between 8:00 pm – 6:00 am Monday to Friday, and 24 hrs on weekends & major holidays.

During non-business hours, all employees, tenants, visitors, students, contractors, and delivery persons will be required to sign in at the Lobby Security desk, regardless of whether they are in possession of a school ID card or a Building ID card.

Group Visitor Registration – A Workspeed Service Request is required (24 hours advance notice is recommended) for a table to be set up in the lobby to monitor group arrival. (Service Request> Security> Lobby Security Table Setup). A representative from the Tenant is required to meet the arriving Visitors if over 25 people.

Turnstile Properties / Web-based Visitor Management System Registration

Trinity Real Estate buildings with turnstile access utilize a web-based Visitor Management System that allows Tenants to pre-register all Visitors to the property in advance of their arrival. 24 hours pre-registration prior to the expected Visitor(s) arrival is recommended.

Special exceptions may be granted for VIPs. The special request must be made to Trinity Real Estate and Securitas 24 hours in advance of the VIPs arrival.

Visitor Passes may be issued and activated for up to 60 days. 60 day Visitor Passes cannot be updated or renewed. If a Visitor Pass is required for more than 60 days, the Tenant should request a Guest Visitor Pass or a Tenant ID card. If a Visitor is registered for two sequential 60 day passes, a minimum of 30 days must pass before the Visitor may again be registered for a 60 day pass. See Tenant Guest Visitor section for short term Tenant guest Visitor ID cards.

Trinity reserves the right to refuse access to a property to any individual that Trinity Security believes to be suspicious or in possession of suspicious objects.

Turnstile Properties – Access Procedures

These procedures are applicable for properties with turnstile access control in the building lobby.

Single Day/Single Use Visitor Pass

1. All Visitors must present a government issued photo ID to the Security Officer at the Lobby Security desk and identify the Tenant they are visiting.
2. Pre-registered Visitors will then be presented a cardstock Visitor Pass with their name, Tenant destination and bar code to provide access through the turnstiles.
3. If the Visitor is not pre-registered, they will be directed to a courtesy phone in the lobby to speak with the Tenant in order to be registered. Once registered, the Visitor will be provided with a cardstock Visitor Pass that allows access through the turnstiles.
4. The Visitor Pass will automatically expire at 11:59 pm and no longer provide access through the turnstiles.

Multi-day Visitor Pass

1. The Visitor must present a government-issued photo ID to the Security Officer. The Security Officer will identify the user in the Visitor Management System.
2. The Security Officer will register the Visitor and present the Visitor with a cardstock Visitor Pass to gain access through the turnstiles.
3. If the Visitor is not pre-registered, the Visitor will be directed to a courtesy phone in the lobby to speak with the Tenant in order to be registered. Once registered, the Visitor will be provided with a cardstock Visitor Pass that allows access through the turnstiles.
4. The Visitor Pass will automatically expire at on the extended date identified by the Tenant at 11:59 pm and no longer provide access through the turnstiles.
5. The Visitor is responsible to maintain this pass for the extended time period. If the extended Visitor Pass is lost or stolen, the Tenant will need to edit the entry to reflect the new date.

Group Registration

The web-based Visitor Management System allows Tenants to pre-register a group of Visitors for a single event at the property in advance of their arrival. 24 hours pre-registration prior to the expected Visitors arrival is recommended.

The maximum number of individuals in a Group registration is 25 Visitors. For Visitor lists greater than 25 people, the Tenant enters Visitors into the VMS in groups of 25.

24 hours advance pre-registration through Workspeed for the arrival of multiple Visitor groups is required, and a table must be set up in the lobby to monitor multiple group arrival. (Service Request>Security>Lobby Security Table Setup)

Turnstile Properties – Watch List

Tenants should advise the **Securitas** office at Trinity (Securitas@trinitywallstreet.org) of visitors and former employees (those no longer employed by the Tenant) who are not to be permitted to gain entry to the Tenant premises/offices. These procedures are applicable for properties with turnstile access control in the building lobby. Visitors/former employees on the Watch List will be denied entry into the property when attempting to visit the Tenant who placed the individual on the Watch List.

If the Visitor/former employee is requesting building access through a different Tenant, the individual may be permitted access, assuming they will be escorted by that Tenant at all times.

Individuals are added to the Watch List one (1) business day after submitting the request to Securitas/Trinity Security.

Watch List Visitor Pass Procedure

1. All Visitors must present a government issued photo ID to the Security Officer at the Lobby Security desk and identify the Tenant they are visiting.
2. If the Visitor is identified as being on the Watch List in the Visitor Management system, the Security Officer will inform them that they are on the restricted entry list, and may contact the Tenant for additional information, if needed.
3. If the Watch List identified Visitor is requesting access to a Tenant who did not place them on the Watch List, the Visitor will be directed to the courtesy lobby phone to contact this Tenant. When cleared by the Security Officer, they will be issued a cardstock Visitor Pass, but as the Visitor is on the Watch List, the destination Tenant will be required to retrieve and escort them through the turnstiles while on the property.
4. Upon departure from the property, the Tenant is requested to return the Visitor Pass/badge to the Lobby Security Officer.

Trinity Real Estate Building Access Policy

Trinity Approved ID Media & Access Policy

1. All individuals entering a Trinity Property are required to present some form of Trinity approved identification media. This includes the Tenant ID card, Tenant Guest Visitor ID card, Contractor ID card or Visitor Pass/badge.
2. Trinity Security reserves the right to request of any individual within a Trinity Property that they present some form of Trinity-approved identification media.
3. If a Trinity approved identification media is loaned to an individual whose name is not printed on the ID card, the ID card will be confiscated by Trinity and deactivated. The Tenant will be required to apply for a new identification card for the individual.
4. Access will be granted between the hours of 6:01 am and 5:59 pm Monday to Friday. Individuals requesting access between the hours of 6:00 pm and 6:00 am and on weekends must be signed in at the Lobby Security Desk.
5. Trinity reserves the right to conduct an inquiry of any individual who does not provide ID in order to establish authorized visitation or removal of property.

Parcel Delivery / Local Messengers / Food Deliveries

1. Nationally recognized parcel delivery companies (Fedex, UPS, DHL, USPS, etc) whose employees are in uniform and who present their company's photo ID card will be given access to the property once their delivery documents are checked.
2. All other messenger services will be required to present delivery information and valid photo ID to the Security Officer. Lobby Security will contact the Tenant to obtain verbal approval before access is given to the property.
3. No rolling load/hand trucks will be allowed to enter the main lobby. The delivery service will be directed to the loading dock.
4. Trinity reserves the right to conduct an inquiry of any individual who does not provide ID in order to establish authorized visitation or removal of property.

Construction Workers

1. All construction workers are required to access the Property through the building loading dock.
2. Construction workers identified on the Trinity Construction Contractor Authorized list and who present a valid photo ID will be given access.
3. For those Construction workers not identified on the Trinity Construction Contractor Authorized list, Trinity Security Officer will call the Tenant and/or Tenant Fit-Out Construction Manager to obtain their verbal approval before access will be given.
4. Trinity reserves the right to conduct an inquiry of any individual who does not provide ID in order to establish authorized visitation or removal of property.

Property Removal

1. To assist in the assurance that an individual is authorized to remove property from a Tenant space, a Package & Equipment Pass is required. This Pass is required for the removal of any object which is larger than a standard briefcase (*e.g.*, packages, plants, small electronic equipment or related office accessories), or requires a hand truck/hand cart to move.
2. Package & Equipment Passes are issued through the Workspeed system. The Pass identifies:
 - The company name
 - Name of person(s) removing property
 - Listing of items being removed
 - Authorization by a company representative
 - Contact information
3. When the authorized individual is removing the property from the building, the lobby Security guard will request the individual's building ID and verify the name on the ID with the Package & Equipment Pass. If the name and property matches the Pass, the individual will be permitted to leave the building with the property.
4. If the individual does not have a Package & Equipment Pass to submit to the Security Officer, then the intended property to be removed must be left at the Lobby Desk/loading dock, and the individual must return to the Tenant to have the Pass request completed through the Workspeed system.
5. If the name of the individual and/or property listed on the Package & Equipment Pass does not match, the lobby Security Officer will contact the Tenant for verification.
6. All items requiring a Package & Equipment Pass are subject to search by Trinity Real Estate.