

3. SECURITY

A. Hours of Security

Security is provided on a 24-hour-a-day basis throughout the Town Center complex. Security guards are posted in all lobbies during normal business hours. Marked security vehicles patrol the property and the parking structures on a 24-hour basis. These vehicles provide escort services to your car upon request. **In the event of any building or medical emergency, please dial 911 first** and then Town Center Security can be contacted at 248-358-0908.

B. Hours of Entry / After Hours Access

Town Center is “open” from 7 a.m. to 7 p.m., Monday through Friday and from 7 a.m. to 2:00 p.m. on Saturdays (with the exception of the 2000 Building which will close at 10:00 pm). During “open” hours both tenants and visitors are permitted to enter and exit the building as necessary. If tenants wish to access the building after hours, they must use their after-hours access card. These cards are called Secards/HID access cards and are issued through the Southfield Town Center Management Office. Secards/HID access card readers are located next to all main entrance doors and near all elevator banks. You must insert your Secard into the slot or wave your HID access card past the face of the door card reader to gain access to the door or elevator. The security computer will record the time, location and name of the person wishing to gain access. If you are a tenant and do not have your Secard/HID access card, you will be required to sign in at the security desk and provide a driver’s license identification. A review of the access list will be made and you will be allowed into the building as long as your name is on the access list. If your name is not on the access list, your company supervisor will be contacted at home or in the office to allow authorization to your suite.

C. After Hours Visitors

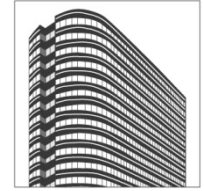
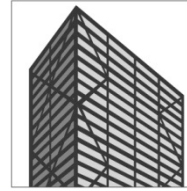
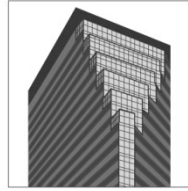
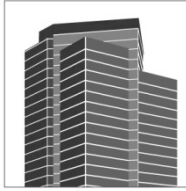
A list of after-hours visitors should be forwarded to the Southfield Town Center Management Office on company letterhead or from a company email address by 3:00 p.m. the day the visitors are expected or by 3:00 p.m. on the Friday before a weekend. If no prior authorization is received, a call will be placed to the suite the visitor wishes to visit. If we are unable to contact anyone in the suite, the visitor will not be allowed access into the building.

D. Secards/HID Access Cards

Secards/HID access cards are the tenant identification cards required to gain access to Southfield Town Center during non-business hours. Secards/HID access cards are issued through the Southfield Town Center Management Office, 3000 Town Center, Suite 2500, Southfield MI 48075, 248-350-2222 or southfieldtc@transwestern.com. All requests to issue, replace or cancel a Secard/HID access card must be in writing, on a Secard/HID access card form attached. All requests for new Secards/HID access cards must include the person’s name, vehicle description and license plate number. Cards can usually be issued within 24 hours. There is a **\$20 charge** for the replacement of lost or non-returned Secards/HID access cards.

E. Property Removal Pass

Any furniture, equipment, cartons, etc. removed from the building at any time, must be accompanied by a Property Removal Pass. Submit the pass to the Security Officer on duty at the main lobby security desk. This policy is in place to ensure that the items being removed are done so with the full knowledge and permission of the tenant. Only a limited number of people in your organization should be authorized to sign the Property Removal Pass. Ugg"dgrny "hqt"The Property Removal Pass form0



PROPERTY REMOVAL PASS

Tenant Name: _____ Suite #: _____

Items to be removed: _____ Building #: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Authorized by: _____ Date: _____ Time: _____

Title: _____

Person Removing: _____

Security Officer Verifying: _____ Signature: _____

Date of Removal: _____ Time of Removal: _____

Security Officer Name: _____ Signature: _____

Turn in this slip to Security upon departure with items listed.