



## **Security Access Cards / HID – Tenant Usage Information**

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The general use of Security Access Cards or HID is as follows.

The HID access cards are to be used after hours and on weekends to enter the building on Saturday after 2 pm and all day on Sunday and to use the elevators all day on both Saturday and Sunday. The normal building business hours are Monday – Friday, doors open at 7 am and close at 7 pm (except for building 2000 which is open until 10 pm), Saturday doors open at 7 am and close at 2:30 pm and Sunday the doors are locked all day.

Simply wave the card past the face of door card reader for access. If there is a problem or you have a question about operating the door access system, please press the Security button at the door reader point which will enable you to speak with Security.

Once inside the building, wave the card past the face of the reader at the proper elevator bank to activate the elevator access button. If at any time you have a problem or question, you may speak with a Security officer or ask for assistance from the Security desk in your building lobby. Security is available and on-site 24 hours a day, 7 days a week and the telephone number is 248-358-0908.

Take care not to lose or misplace your HID access card as there is a \$20.00 charge for the replacement of a lost or stolen card. This loss should be reported to the Southfield Town Center Management Office immediately at 248-350-2222. When the Management Office is closed, please also report the loss to Security at 248-358-0908. When a tenant moves out, all HID access cards must be returned to the Management Office or there will be a \$20 charge for each card which is not returned.

If the HID access card cracks or breaks, there is no charge to replace but the damaged card must be returned to the Management Office. All requests for new or replacement cards should come from your management using the attached Secard request form with the name or Secard number to be replaced. Please include the vehicle description and license plate number. We no longer require a driver's license number. Access cards of past employees cannot be transferred to new employees. We also cannot give "company access cards."

**Please forward all access card request forms and returned or broken access cards to the Management Office in the 3000 Building, Suite 2500 – not to Security. Access cards must be returned with the completed form. Thank you for your assistance and cooperation.**