

## BARTLETT GUEST ACCESS PROTOCOLS

**All guests\* entering the building must sign in at the Concierge desk.**

\*(Guests are defined as any non-resident, including, but not limited to: vendors, delivery persons, shipping company personnel, prospective lessees, prospective owners and film shoot crews.)

In addition, for verification,

- a. Guests must either show government issued picture ID or be admitted after a telephone call for authorization is made by the Concierge to the resident's telephone number, as listed on the RPL.

Or

- b. Guests listed on a "Permission to Enter" form (previously completed and signed by the resident) may be admitted by presenting their government issued picture ID; unless recognized by the Concierge due to previous visits.

Or

- c. Should a guest desire admittance (when the Concierge is out in the community for no more than ten minutes at a time to perform related Concierge duties) they may use the Mircom telephone access system to be admitted immediately by the resident.

NOTE: With the exception of an emergency situation or specific permission granted by the resident on a PTE form, the Concierge would not call a resident during the Sunday to Thursday quiet time hours of 10pm-8am or Friday to Saturday hours of 12mid-8am.

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