

POSTMEDIA PLACE

365 BLOOR EAST

GENERAL SERVICES & INFORMATION

Access Cards/Keys

TYCO Integrated Security monitors access within 345-365 Bloor Street East 24 hours a day, 7 days a week. The access card(s) will allow access to the floor(s) of your suite, all of the parking levels, the Bloor Street entrance and link doors to the mall. TYCO Integrated Security provides different status levels to suit your business hours and needs. For example:

<u>Level</u>	<u>Time Zones</u>
1.	Monday to Sunday 24 hours.
2.	Monday to Friday 6:00am - 7:30pm
3.	Monday to Sunday 6:00am - 12:00am

To obtain your access card please call the Management Office at 416.924.8388 at a cost of \$15.00 per card. If the card is lost or damaged report this at once to the Management Office for cancellation or replacement , to ensure the security of your premises.

Tenants are provided with 2 keys. All Tenant keys must be keyed to base building. Additional keys are at a cost of \$25.00 per item.

Crime Proofing Office and Reception Areas

Management recommends that all staff keep their valuables i.e. purses, wallets, etc., hidden or preferably in a locked area to prevent theft of personal belongings.

Another area of concern is laptops or various electronic devices. If you are leaving your office for any length of time please make it a habit to put away your laptop or other devices, away from view or in a secure area.

Most secure option is to keep your main office door locked at all times. I stress again if it isn't possible to keep your main doors locked then keep your valuables in a secure area away from view.

Note: If someone requests access to your suite, or are soliciting within the building, please contact the Management Office at **416.924.8388** or Building Security after hours at **647-464-4258** for confirmation before giving access to anyone. Soliciting is strictly prohibited.

Let's work together to keep 345-365 Bloor Street East a safe and secure environment.