

# INFORMATION SHEET

## Building Security

### **Introduction:**

The building's security systems are generally comprised of mechanical devices such as high security locks, mechanical door closers, electronic locks, electronic door openers, magnetic locks and electronic keys (FOBs) and closed circuit camera television systems.

All the above noted systems help ensure that Park Square and its Residents remain secure at all times. Sadly the one main flaw in our security systems (as with all security systems) are people! This information sheet hopes to provide residents of Park Square with sound security-related practices.

### **Front Door Etiquette**

The building's front door is equipped with an electronic key system that allows us to keep track of who has accessed the building via this door. You will note signage on this door which indicates that residents are not to provide access to unknown people who may be waiting in the vestibule for access to the building. It is primordially important that all Residents resist the temptation to "be polite" and open the door to strangers. Please allow all guests to ring up to the unit they plan to visit in order secure access.

The front doors can also be operated remotely by residents using the enterphone system – to allow access to guests from time to time. Residents should ensure that they provide remote access only to known and invited guests to their units. DO NOT provide access to anyone you do not know, have not invited or is posing as fire / ambulance or security personnel – access to emergency crews will be provided as needed from time to time by building and on-call staff. Whenever a Residents has a delivery (for example, take-out food), every effort should be made to come down to the Lobby to retrieve the delivery – as opposed to allowing a "stranger" into the building. Delivery people often wander the building soliciting after their delivery or worse, sometimes, they come with "friends" who may have other intentions in mind.

### **Garage Doors**

The two garage doors are similarly equipped with electronic access that allows us to monitor traffic into the garage. When entering the private garage with your vehicle, please slow down briefly upon entering to make sure the overhead door closes behind and does not allow anyone to "tailgate" in after your vehicle.

### **Strangers on the Premises**

Residents who observe strangers loitering on the premises or soliciting door to door should contact the Resident Building Manager's office during weekday business hours or the emergency telephone number after hours. Please do not approach strangers directly – your safety is important to us. Please allow staff to determine whether it is safe to escort intruders off the premises or whether they feel police intervention is required.

### **Keeping your Unit Door Closed and Locked**

Residents should resist the temptation of leaving their unit doors ajar. Fire Regulations require that all fire doors remain securely closed at all times (each unit door is deemed by the fire Code to be a fire door). Please also ensure that your door closer functions properly. Deficiencies with door closers should be reported in writing to the Resident Building Manager's office. It is also a recommended practice to ensure your unit door is locked whether or not you are in your unit.