

# James Kilmer Entry Procedures and Policies

## Resident Responsibilities

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The James Kilmer Door Staff plays a critical role in the safety and happiness in our community. They monitor our entries, receive our guests and service providers, and are there 24/7 when we may need to call for emergency assistance.

They project an image of *friendly professionalism*. They greet us with a smile and help us when our hands are full. They are a team we can rely on when an emergency or problem challenges our home.

But we need to recognize as residents that we must respect critical policies to help them be successful in their important duties. Please take a moment to review these now.

### ***As staff must be at attention at all times in the event of an emergency.***

- Please remember that door staff cannot help residents past the inner lobby doors.
- Please don't ask to use the lobby station phones, as they need to remain open for incoming calls.
- We ask that after you greet each other in a warm and friendly fashion that you don't occupy staff time with extended conversations. They need to be attentive to security monitors and other activities at their station.
- Please don't ask for special favors or treatment outside of Association policy. You may put the staff member in an awkward position that could be the cause for them receiving disciplinary action for breaking a policy.
- If you don't like a policy, please don't take it out on an employee—bring it up to the Board that instituted it.

### **Entry Policy and Important Door Procedures**

All residents are required to use their own key fobs to unlock all doors on the property. This means that you will need to have your key fob handy to unlock the front door at James House even though the door staff is on duty. The door staff will continue to assist you with opening the door and helping with packages, but proof of residency is your key fob. We remind you that you must use your fob to enter the James Back Door and not rely on the Receiving Room staff to buzz you in.

**All guests must sign in and be announced** before being allowed entry into the building. This means that you must make sure your phone line is free when you are expecting a food delivery or guest to your home. If we are unable to reach you the person will be denied entry. Your guest, even if it is a family member, must sign in and be announced.

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Many residents are not familiar with our **“Permission to Enter” process**. If you wish a contractor or someone to have access to your unit and you will be away, you need only to fill out a Permission to Enter form and submit to the Office or enter the permission to enter in BuildingLink. If you need to leave a key, you may do so with the Receiving Room personnel. Just ask the office for details.

Remember that OPEN HOUSES and ADVERTISED SALES EVENTS are not allowed in our Association as per published Rules and Procedures.

All tradesmen and service providers are to enter our building at the James Receiving Room door or the west door of Kilmer House.

If any resident is moving many items through the service entries of either James House or Kilmer House, they must remember that propping of doors or tying up freight elevators without prior scheduling is prohibited. Please adhere to direction given by door staff/receiving room staff when they ask for your cooperation in keeping the entry secure.

### **Packages and Deliveries**

All deliveries should go through the James House Receiving Room and west entry door at Kilmer. The only exception is with fast food delivery or floral delivery.

No packages can be left with the door staff during regular receiving room hours Monday through Saturday. Messenger, courier, and medical packages (no larger than 11"x17") may be left for a resident during non-receiving room hours at the owners risk. Any package not picked up will be moved to the receiving room the next day. Keys or cash are never to be accepted or held by staff.

### **Front Drive Parking Restrictions**

The area immediately in front of the door at James House must always be kept clear for cabs and emergency vehicles. 15-minute parking will be allowed in designated areas when available. No one should ask the door staff to permit his or her car to be left immediately in front of the building. Car keys are never to be left with door staff or other employees.

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### **Your Door Staff is On-call When You Need Help**

The door staff and their relief backup take pride in being there for you when you may have an emergency situation. Stay calm and listen carefully to their questions and instructions. If you have any issue you wish to report when the Management Office is closed, the door staff will be happy to assist or pass on your issue to the proper staff.

**Loss of services...**If you lose your power, your water, or our heat or have an active leak or running water, contact the door staff and they will call for immediate assistance.

**For routine or non-emergency plumbing or maintenance needs,** please direct your call to the office for scheduled service. Just leave a message and your service request will be addressed the next workday.

*The door staff, association management team and Board of Directors, thank you for your support in ensuring a safe and comfortable community here at James Kilmer Condominium Association.*