



# Queen's Park West

## Information on the Card Access System and Instructions to Users

### Card Access System

Queen's Park West is equipped with a card access control system, which provides authorized users the convenience of after-hours access to the building and their premises, while still maintaining a secure environment. The system includes card readers located at the main entrance doors, on the control panels of the elevator, the parkade gate, and on various doors throughout the building. Access cards are issued only to those individuals authorized by their company. Each card is specific to each authorized user. **The use of the card is recorded each time it is used.**

### Building Hours

Regular building hours are **8:00 A.M. to 6:00 P.M.**, Monday to Friday. During these hours, the entrance doors to the main lobby will be open. After these hours, as well as on weekends and Statutory Holidays, you will need a valid access card to enter the building.

### Elevator Hours

The hours during which the elevators provide public access to each floor is **specific to each floor**. Please inquire with the appropriate person (i.e. the office manager) at your company for the elevator access times to your particular floor. After these hours, you will need a valid access card to obtain access to your floor.

### Security

The card access control system enables us to provide authorized users the convenience of after-hours access to the building and their floor, while still maintaining a secure environment. We ask that you do your part to ensure the integrity of the system and maintain a high level of security for all.

In particular, please do not give out your card to any other person. When entering or exiting the building, do not leave the entrance doors open, and **do not let people in the building without asking them to use their own cards**. Do not let any strangers ride with you in the elevator. Ask them to take the next elevator and use their own card.

Please note that each card is specific to each authorized user. The use of each card is recorded each time it is used. You are responsible for each time your card is used.

### Entering the Building

Enter the building by way of the main entrance along Sixth Avenue. Locate the card reader, which is the small 2" x 6" brown box mounted in the corner to the left of the glass entrance doors. Hold your access card up near the card reader, approximately 3 to 6 inches away from the card reader. The magnetic locks on the glass entrance doors will release. Enter the building, and ensure that the doors close behind you.

Call the elevator and enter the car. The card reader is located on the control panel on the right hand side, behind a small dark glass cover below the floor buttons. Again, hold your access card approximately 3 to 6 inches away from the card reader. Press the button of the floor that you wish to go to. If you are authorized to access that floor, the elevator will take you there.

The card reader will read through fabric or leather. As such, you do not need to take the card out of your wallet or purse. Furthermore, the access cards are the so-called 'proximity' cards. Unlike the old style cards that have a magnetic strip on the back, you will not lose the information on the card when you accidentally drop the card on a demagnetizing pad at a cash register.

### Exiting the Building

The elevators will provide access back down to the ground floor without having to use your access card. At the main entrance doors, a motion sensor located in the ceiling will detect your presence and deactivate the magnetic locks on the glass entrance doors.

### Door Held Open Alarm

The main entrance doors are equipped with a **door-held-open alarm**. This alarm will be set off if the doors are held open for more than **20 seconds**. As such, please do not hold open the doors, and ensure that the doors close securely behind you.

### Test your card

It is possible that your new card may not work properly for unforeseen technical reasons. As such, we ask that you try out your new card to ensure you can obtain access to the building when you do need it.

If you have any questions concerning the card access system, please contact Marisse Biuso at (604) 525-8866 or via e-mail at [marisse@uptownpropertygroup.com](mailto:marisse@uptownpropertygroup.com).