

New Hire Information – Parking & Security

First Day Parking!

On your first day, please feel free to park in the vendor **alley spots** on the back side of our building. You will find 6 spots under the overhang of our building. Once you park, walk around the building to the front door entrance located on Arapahoe St., and our front desk employee will let you in once you ring the doorbell.

Security:

You will be provided an access card, usually given to you by your reporting manager.

Our building is a secure facility, and the cards will allow you access to the places and spaces of the building you need to function and properly do your work here.

Please remember your card EVERY day. Just like your car or house keys, you can not get in or drive the car without them. Same with our building, without your card, you cannot access the building.

With that being said, we understand life happens. If you forget or lose your card, please contact THOMAS BUSCH (Operations Manager), and he will issue a temporary PIN for the day, or a replacement card if needed.

Parking:

We have 60+ parking spots in our garage underneath the building. The entrance can be found in our alley, at the NW corner of our building (next to the courtyard and generator). See the map below. X marks the garage entrance.

Entering the garage; please follow these steps every time.

1. Pull up to the entrance and please keep in mind this is a tight fit for some vehicles. Go slow.
2. You will find the card reader on the right side; hold you card near and wait for the green light.
3. The garage will open, and you can proceed through the door.
4. Once through the door, STOP on the ramp and wait for the door to close behind you, takes about 10 seconds. This is very important for security purposes, to ensure that nobody enters the garage after you.
5. Once closed, please find a parking spot.
6. Remember, 5 MPH through the lot, and please follow the “road” and do not take short cuts through the open or handicap spots.
7. If you are behind another car when entering the garage; please wait for the car to scan its card, enter the garage, and this is VERY IMPORTANT, let the garage close before scanning your card to enter. This allows the garage doors to perform their full cycle and stay in working order longer.
8. After you enter, follow step’s 4, 5, and 6.
- 9.

Finally, in the event that somebody does enter the garage, and you feel you this is a safety issue or trespassing, call 911. Do not approach or try to handle the situation yourself.

You can also reach out to myself for any other questions or follow-up.



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