

THE GUILFORD BUILDING NEWS

in its 23rd year of publication



24-Hour Access For Tenants

Technology companies located in The Guilford Building often service and install equipment at night. Personnel employed or contracted by these technology companies must comply with the same entry and exit procedures that other tenants in the building follow.

Newcomers sometimes get confused when they try to enter or exit the locked building after hours. To avoid confusion, review the in-and-out procedures before coming at night. All night owls need a key to enter The Guilford Building, and they should remember that electronic eyes will be watching as they enter and exit.

Night parking in the lot behind The Guilford Building is available *by permit only*. Permits may be obtained at the leasing office from 9 a.m. to 4 p.m., Monday through Friday. Any vehicle that is parked in that lot without a permit on display in its windshield is subject to towing, and the lot is closely patrolled at night. People who come to the building after hours without a permit should look for parking on the street.

Please direct any questions about night security at The Guilford Building to Diana Poston at 336-272-0038.

glistened in the lights of Christmas.

GUILFORD BUILDING STAFF

At Your Service

- ◆ Eric Morrow
Maintenance and
Night Security
- ◆ Karen Ciesielski
Lobby Desk
- ◆ Lowell Reynolds
Carpentry and
Renovation
- ◆ Martin Acosta
Floor Care
- ◆ Mary Lou Smith
Cleaning
- ◆ Mike Holliman
Electricity projects

HANDY PHONE NUMBERS

- ◆ BUILDING OFFICE
336 -272-0038
- ◆ SECURITY STATION
336 -457-0719
- ◆ EVENING SECURITY
336 -215-7422

SANITIZING ALL THE WAY

Take a sanitizing wipe from the chrome dispenser beside Elevator #1 and carry it on board the Express. Use the wipe to push your floor button and later to open the door knob at your office. You'll be sanitized all the way from the lobby to your premises.

CHECK YOUR WINDOWS, ESPECIALLY IF YOU FEEL CHILLY IN YOUR OFFICE. SOMETIMES THE UPPER SASH WILL SLIP DOWN AND CREATE AN AIR GAP AT THE TOP OF YOUR WINDOW UNIT. THIS USUALLY HAPPENS BECAUSE A WINDOW WAS OPENED AND THEN NOT COMPLETELY CLOSED AND LOCKED.