

THE GUILFORD BUILDING NEWS

in its 24th 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.

LEASING OFFICE WILL BE CLOSED JULY 23-AUGUST 4

The building office will re-open on Friday, August 5. While it is closed, the staff will provide most services.

However, here are some services that will not be available during the closing:

- ◆ No new parking permits will be issued.
- ◆ Leasing services will be on hold.
- ◆ No payments to outside vendors will be made.

Rent payments and documents may be deposited in the locked mailbox on the wall beside the leasing office. In case of emergency, please call Raymond Holliman at 336-669-2056.

GUILFORD BUILDING STAFF

At Your Service

- ◆ Carl Jarrell
Maintenance and Security - 336.382.2474
- ◆ Karen Ciesielski
Lobby Desk - 336.457.0719
- ◆ Lowell Reynolds
Carpentry and Renovation
- ◆ Martin Acosta
Floor Care
- ◆ Mary Lou Smith
Cleaning
- ◆ Mike Holliman
Electricity Projects

**THE GUILFORD BUILDING WILL BE CLOSED
IN CELEBRATION OF INDEPENDENCE DAY
ON MONDAY, JULY 4, 2022.**