

# THE GUILFORD BUILDING NEWS

*in its 24<sup>th</sup> year of publication*

## ANNUAL FIRE INSPECTION FRIDAY, SEPTEMBER 29

- Remove extension cords and get rid of debris.
- The inspector will enter all offices and telecommunication areas.



*Stylized photo by Mario Grigni.  
Mario created this photograph for the  
mezzanine conference room.*

## WINDOWS UP

The upper sash of an office window may slip down creating an air gap at the top of the window unit. This usually happens because a window was opened and then not completely closed and locked securely in place.

It is a good idea to check windows now before cold weather begins. For assistance with a window, call the business office at (336) 272-0038, or ask any staff member.

## AFTER-HOURS LOCKOUTS

This is a reminder that security staff and cleaning crews do not have access to office door keys. A tenant who locks out of an office after-hours will not be able to get a key until the leasing office reopens. A weekend lockout can be very stressful.

What would you do if you locked yourself out of your office after-hours? Devising an "in-case-of-lockout" plan is a really good idea.



**Enter our Halloween Contest on October 31 for a chance to win \$100 cash.**