

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: General
SUBJECT: Building Security
EFFECTIVE DATE: May 1988

POLICY NO: 02-003
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Policy:

It is the policy of Cottonwood, Incorporated to ensure that its facilities and grounds are as secure as possible during working & non-working hours.

Procedures:

1. A person(s) will be designated by the Work Services Director to unlock and lock Building II & III each work day.
2. Buildings I, II & III may not be open until 8:00 a.m. Staff should not expect earlier access.
3. During hours of operation, all building exterior entrances and doors will have signage directing people where to enter or will be locked to prevent unauthorized individuals from accessing the building. Drivers picking up and dropping off product and/or supplies will check in by ringing the doorbells/buzzers located at the warehouse entrances or by using the warehouse entry phone to call the receptionist desk for assistance. Designated staff will then be contacted to assist them with their delivery and/or pick up. Propping open restricted access exterior doors is prohibited.
4. In Bldg. I, the last person who leaves the building will have the final responsibility for security, shutting off lights, checking windows etc. However, the building will be locked for the night sometime between 5:00 and 5:30 each evening by management or front office staff. Cottonwood contracts with a security company to patrol the grounds periodically during off hours.
5. All office staff should lock their office door upon leaving for the evening.
6. Cottonwood is not liable for damage to staff's personal property left on site.