Here is some important Security information about the building, equipment and security system:

1.  When you leave for the day please be sure your computer is locked or you have logged out

2. For those of you on the ground level, please lower shades when you leave for the day.  Do not leave any laptops in sight where someone looking in through the front door and window could see them. The upstairs shades do not need to be lowered.

3. If you open your windows, please be sure they are closed and locked before you leave.

4. For the last one leaving and securing the building:

- Always check the north door in the shop that leads to the outside stairs.   Whoever opens it should lock it when done.

- No matter which door you exit from, make sure all four glass main entry doors (the two double doors) are closed and latched.  Pull and push on each one of them.  These seem to be temperature sensitive and sometimes when closed they are not really latched

- Walk the loop of the ground floor and make sure all shades are lowered and windows closed and locked.

- Arm the security system with any of the 3 keypads by entering your 4-digit code and AWAY.  There are additional selections on the main entry with the touch screen, but AWAY is what is to be used on any of them.

5. Alarm.  Before you enter the building that is armed, please be sure you know your code.  If you do not enter the code in time and the alarm goes off, you need to enter the code and select off TWICE.  Once will simply unarm the system but not clear the alarm.  You must enter your code a second time and select OFF to clear the alarm.  If you don’t do this, messages are sent out and call are made by the alarm company.

6. The clearing of the alarm applies any time you set it off, not just when entering and waiting too long to unarm it.

Note: The “set it off” in #6 does not mean disarming the alarm in the morning (or anytime), it means triggering an alarm that sounds the siren.

When the alarm is “set off” there will be a loud noise, and this must be cleared by disarming the system (enter the code once) then clearing the alarm (entering the code a second time)

If you are the first one in morning and disarming the system, the code is just entered once to disarm, and since there is no alarm set off, that is all that is required.

1. Reminder to the last person out to follow the steps in #4, although it shouldn’t be the last one’s our responsibility to lower your shades and close your windows, it needs to be checked.

Returning to the office to work After Hours

Please disarm the alarm then re-set it in “Stay” mode to activate the window breaking sensors. Follow regular alarm procedure for leaving the building.

Policy Regarding Visitors at the Office:

Anyone who does not have business at Cedaron should not be allowed in the building. Use the intercom behind the front desk to speak to the visitor. Send them to Starbucks on the corner for a bathroom and water.

Our usual vendors for mail delivery are not required to sign in.

All other visitors must sign in at the front desk. If you have a visitor coming to the office, please let the front desk know or email admins@cedaron.com which will go to the front desk team.

Everyone’s safety is our concern. We will continually be reviewing policy and improvements to maintain the safest working environment possible.

Thanks for your cooperation.