

Building Opening

Opener Tasks
Unlock doors: by 8am • Front door • Back door • EE Lounge • TFS Suite 100, 300, 400
Lights On • Lobby • Hall • EE Lounge • Restrooms • TFS Suites
Climate Control • Warmer Months: set COOL 72° • Cooler Months: set HEAT 69°
EE lounge: open door, turn on lights, turn on coffee pot
Ambience • Fountain: turn on • Music: Ipad: turn on
Do not open other Tenant Suites down the hall.

Internet Issues – Modem Restart
No internet on initial start-up: • RESTART laptop • Still no internet, inform Ron or Anne to perform a modem restart • At 8:15 if not resolved, Call Shelley immediately.

Building Openers:

- Ron
- Marco
- Anne

****If the building is not open by 8am... call/text Shelley: (619)251-2690**