



SUFFOLK UNIVERSITY

GORDON B. KING
Senior Director
Facilities Planning & Management

To: 73 Tremont Suffolk University Employees

From: Gordon B. King, Senior Director
Facilities Planning and Management

Date: July 14, 2010

Re: Security Upgrade at 73 Tremont Street

cc: Barry Brown, Provost
Dennis Callahan, John Sullivan, Megan Bryan, Colliers Meredith and Grew, Property Manager

A new building security system is in place at 73 Tremont St. It has been operational nights and weekends since earlier this year. On Monday July 19th, we will be activating this system during daytime hours as well. We recognize the need of the University community to have open access to all University buildings; however, 73 Tremont Street is considered a prominent and highly visible Boston office building. Because of this circumstance, the lenders and insurers of the property have required that it include a security system to protect its occupants and guests that is consistent with other similar downtown office structures.

This new system has 2 components – proximity (prox) cards for people who work in the building and visitor passes, valid for a business day, for the Suffolk University community or other visitors to the building.

I am sure there will be questions that arise. Please address these to me or to Megan Bryan, at megan.bryan@colliersmg.com or 617-725-4136.

For People who work in 73 Tremont St

All people who work in 73 Tremont Street have been, or can be issued white prox cards allowing them access to the building on a 24/7 basis. If you currently have a card, it will continue to work, and you do not need a new card. If you do not have a card, please contact megan.bryan@colliersmg.com to obtain one.

All employees will need to use their proximity card when entering the building either from Tremont Street or from Beacon Street (Tremont Place entrance). The only change in current protocol is that when entering from Tremont Street, you will need to swipe your card at the new reader to be installed on the current security desk. A beep will indicate that your card has been acknowledged, and you are authorized to enter the building.

During business hours (7 AM until 8 PM, Mondays through Fridays) the elevators will work as they do today, and not require use of a card. During non-business hours, you will need your prox card for entry into the building, and to use the elevators in order to go from the first or second floors to any upper floor.

For people who are members of the Suffolk Community, but do not work in 73 Tremont Street

Access to the Sawyer Library stays exactly as it is today. There are NO CHANGES.

With the exception of using the Sawyer Library, you will need a temporary bar-coded visitor pass to enter the building. A picture of one of these is below.

This visitor pass is required to enter the office building from either Tremont Street or from Beacon Street, in place of the current system which requires you to sign in at the Tremont Street security desk.

Visitor passes are issued in either of 2 locations – at the security desk in the front entrance from Tremont Street, or at the circulation desk of the Sawyer Library.

Visitor passes are valid for the entire business day in which they are issued. (If a visitor stays past 8 PM, he or she can always leave the building.)

Visitor passes are available upon presentation of a Suffolk University ID Card at one of the two locations above. Visitor passes are also available without a Suffolk ID card, provided that someone who works in the building has entered you as a guest in the web-accessible system (see below for details).



If you are planning on having guests, who do not work in 73 Tremont Street, and the guests are not members of the Suffolk Community you must do the following:

1. Visitors will need to get visitor passes from the Tremont Street security desk.
2. Visitor passes must be "pre-authorized" by someone working in this building, and entered into the web-based visitor management system found on the Facilities Planning & Management website or at <http://73tremontstreet.info>
3. One or more people in your office will be authorized to enter visitor names into the visitor management system.
4. Alternatively, and as a last resort, you may email and/or call the security desk at 617-742-2896, or 73Access@suffolk.edu
5. Visitor passes are authorized for the balance of the business day and not necessary in order to exit the building.

Thank you, in advance, for your cooperation.