

allure	Vendor/Contractor Entry Policy	Page 1 of 2
		AWPP010
Adopted: 03/05/14		Version: 1.0

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Entry:

Vendors/Contractors must first gain access to the building by following the procedures described in the Visitor Entry Procedures (AWPP009-B).

Entry is permitted only during building contractor hours: Monday through Friday, 8 AM until 6 PM, and Saturday, 9 AM until 5 PM.

Registration:

At the beginning of a project, Vendors/Contractors must register with the building through the use of an ID scan system or other approved mechanism. They must also provide information including their name, company, the Unit number and name of the person to be visited, scope of work, and the estimated amount of time to complete the work.

Identification:

At the beginning of each workday, the Vendor/Contractor must leave a valid photo ID at the Front Desk in exchange for a visitor pass. The visitor pass will be returned to the Front Desk at the end of the workday in exchange for the ID. An acceptable ID may be a driver’s license, or state or other government-issued identification that includes a photo. Note: access to the Communication Room, Electrical Room, or Security Room also requires additional authorization granted only by the Shift Leader, Operation Manager, or General Manager.

Any Contractors/Vendors who do not have, or refuse to leave a valid ID with the Front Desk will NOT be allowed in the building. Be sure that all Vendors/Contractors are aware of this prior to their arrival to the building.

Re-entry:

In general, each time a Vendor/Contractor enters and exits the building, they must sign in or out via a paper log at the Front Desk; however, it is not necessary to sign out for brief periods, such as getting something from their car or van.

Alternatively, Contactors/Vendors who anticipate frequent use of the elevators or multiple entries/exits from the building may request a temporary key fob. The key fob will be issued for that

allure	Vendor/Contractor Entry Policy	Page 2 of 2
		AWPP010
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day only. A maximum of 2 key fobs can be issued per Unit, requiring 2 different valid IDs. At the end of the workday, the key fob must be returned with the visitor pass, in exchange for the ID. Lost, stolen, broken, malfunctioning, misplaced, or unreturned key fobs will be deactivated; a check or money order in the amount of \$100 must be provided to the Front Desk Ambassador before the Contractor/Vendor will have their ID returned.

Parking:

The guest parking stalls might not available for Vendors/Contractors; there is no guarantee of on-site parking. The loading zone may be used to load and unload if available. The loading zone can be reserved in advance by contacting the Front Desk.