

Vanguard Lofts

**Access Control System
Owner's Guide**

8/29/2006

Documentation Disclaimer and Restrictions

Information in this document is subject to change without notice and does not represent a commitment on the part of vanguard Lofts – Condo Association Board of Directors. For the most up-to-date information, visit www.VanguardLofts.com or www.1250WestVanBuren.com and login to the private website.

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Key Fobs

A key fob is a physical credential carried by a user, such as a proximity card, magnetic stripe card, or smart card. Each key fob is unique and tied directly to a unit owner/resident or individual.

A user presents his or her key fob to a card reader to enter a door. The card reader reads the key fob and sends the data to a control panel, which processes the request.

The card reader flashes green when a valid key fob is presented, and the door unlocks. If the key fob is rejected, the card reader flashes red and the door remains locked.

All key fobs are controlled by Property Management and to Condo Association Board of Directors. **A lost or stolen key fob is considered a security risk and must be reported to the Property Management or Condo Association Board of Directors as soon as possible!** There is no charge to deactivate a key fob. If a lost or stolen key fob is recovered, it can be reactivated at any time for no charge.

Additional key fobs can be purchased for a variety of uses:

- Family member
- Dog walker
- Baby sitter
- Contractor
- House guests
- Etc.

All key fobs can be activated for specific hours of operation and building level restrictions. Owners/residents in the building will have full 24 hour access to the facility. Key fobs issued for specialty uses (e.g. dog walker, contractor, baby sitter, etc.) can have restricted hours of operation and restricted access. For example, contractors will only be granted access to the building Monday through Friday during the hours of 9:00am to 5:00pm and can only use the rear double doors off the service drive.

Please note, owners/residents must specify the intended use for additional key fobs, as well as the hours of operation and access levels. This will ensure maximum security of the facility.

Front Door – Exterior Lobby South

The front door located on Van Buren Street is a secure entrance into the lobby. This door is equipped with the following:

- Card reader

- Electric strike lock
- Alarm contact sensors
- “Request-to-Exit” motion detector

This door is connected to a silent alarm and a 24 hour monitoring service. Owners/residents are required to use their key fobs to gain access to the lobby at all times. If the door is opened without the use of a key fob, an alarm will be triggered and the proper authorities will be notified.

When leaving the lobby a “request-to-exit” motion detector will automatically deactivate the alarm and allow you to exit the building. The alarm will automatically reactivate on your way out.

This door has a preset “door ajar threshold” allowing people ample time to walk in or out of the front lobby. This feature controls how long a door can be left propped or held open before it is considered a security risk, causing the event to be recorded in the Activity Log and a silent alarm to be triggered.

Front Door – Exterior Lobby West

The front door located on Throop Street is a secure entrance into the lobby. This door is equipped with the following:

- Card reader
- Electric strike lock
- Alarm contact sensors
- “Request-to-Exit” motion detector

This door is connected to a silent alarm and a 24 hour monitoring service. Owners/residents are required to use their key fobs to gain access to the lobby at all times. If the door is opened without the use of a key fob, an alarm will be triggered and the proper authorities will be notified.

When leaving the lobby a “request-to-exit” motion detector will automatically deactivate the alarm and allow you to exit the building. The alarm will automatically reactivate on your way out.

This door has a preset “door ajar threshold” allowing people ample time to walk in or out of the front lobby. This feature controls how long a door can be left propped or held open before it is considered a security risk, causing the event to be recorded in the Activity Log and a silent alarm to be triggered.

Front Door – Interior Lobby

The interior door leading from the front lobby (Van Buren and Throop) to the west elevator is a secure entrance. This door is equipped with the following:

- Card reader
- Electric strike lock

- Alarm contact sensors
- “Request-to-Exit” motion detector

The interior lobby door is connected to a silent alarm and a 24 hour monitoring service. Owners/residents are required to use their key fobs to gain access to the interior lobby door at all times. If the door is opened without the use of a key fob, an alarm will be triggered and the proper authorities will be notified.

When leaving the building via the interior lobby door, a “request-to-exit” motion detector will automatically deactivate the alarm and allow you exit. The alarm will automatically reactivate on your way out.

This door has a preset “door ajar threshold” allowing people ample time to walk in or out of the lobby. This feature controls how long a door can be left propped or held open before it is considered a security risk, causing the event to be recorded in the Activity Log and a silent alarm to be triggered.

Rear Double Doors – Exterior East

The rear double doors leading from the service drive (rear of building) to the east elevator is a secure entrance. These doors are equipped with the following:

- Card reader
- Electric strike lock
- Alarm contact sensors
- “Request-to-Exit” motion detector

These doors are connected to a silent alarm and a 24 hour monitoring service. Owners/residents are required to use their key fobs to gain access when entering the building through the rear double doors. If the doors are opened without the use of a key fob, an alarm will be triggered and the proper authorities will be notified.

When leaving the building via the rear double doors, a “request-to-exit” motion detector will automatically deactivate the alarm and allow you exit. The alarm will automatically reactivate on your way out.

These doors have a preset “door ajar threshold” allowing people ample time to walk in or out of the building. This feature controls how long a door can be left propped or held open before it is considered a security risk, causing the event to be recorded in the Activity Log and a silent alarm to be triggered.

Rear Door – East Stairwell

The rear door leading from the east parking garage stairwell to the east building stairwell is a secure entrance. This door is equipped with the following:

- Card reader
- Electric strike lock
- Alarm contact sensors
- “Request-to-Exit” motion detector

This door is connected to a silent alarm and a 24 hour monitoring service. Owners/residents are required to use their key fobs to gain access to the east stairwell when entering the building from the parking garage. If the door is opened without the use of a key fob, an alarm will be triggered and the proper authorities will be notified.

When leaving the building from the east stairwell a “request-to-exit” motion detector will automatically deactivate the alarm and allow you exit the building. The alarm will automatically reactivate on your way out.

This door has a preset “door ajar threshold” allowing people ample time to walk in or out of the east stairwell. This feature controls how long a door can be left propped or held open before it is considered a security risk, causing the event to be recorded in the Activity Log and a silent alarm to be triggered.

Roof Door Access

The roof door is a secure entrance. This door is equipped with the following:

- Card reader
- Electric strike lock
- Alarm contact sensors

This door is connected to a silent alarm and a 24 hour monitoring service. Access to the roof will be granted with clearance from the Condo Association Board of Directors and the Property Management.

If the door is opened without the use of a key fob, an alarm will be triggered and the proper authorities will be notified.

Bike/Storage Room Doors

The doors of the bike/storage room located on the first floor are secured and alarmed. Each door is equipped with the following:

- Card reader
- Electric strike lock
- Alarm contact sensors
- “Request-to-Exit” motion detector

These doors are connected to a silent alarm and a 24 hour monitoring service. Owners/residents are required to use their key fobs to gain access to the bike/storage room at all times. If the doors are opened without the use

of a key fob, an alarm will be triggered and the proper authorities will be notified.

When leaving the bike/storage room a “request-to-exit” motion detector will automatically deactivate the alarm and allow you exit the room. The alarm will automatically reactivate on your way out.

These doors have a preset “door ajar threshold” allowing people ample time to walk in or out of the bike/storage room. This feature controls how long a door can be left propped or held open before it is considered a security risk, causing the event to be recorded in the Activity Log and a silent alarm to be triggered.

Moving In/Out

All owners/residents are required to use the rear double doors when moving in or out. Please contact the Property Management 48hrs in advance to schedule the move and deactivate the alarm on the freight doors. The door alarms will be automatically reactivated once the schedule move time has expired.

Alarm Notification

All points of entry to the building are alarmed and monitored 24 hours a day. If an alarm condition occurs, the following groups are notified:

- Property Management
- Condo Association Board of Directors
- 24 hr Emergency Line – Property Management

False Alarms

If you are responsible for a false alarm, you will pay the penalties set forth by the Condo Association Board of Directors and the Property Management. Please report all false alarms to the following:

- Property Management
- Condo Association Board of Directors
- 24 hr Emergency Line – Property Management

Common Area Keys

All existing common area elements that are not connected to the access control system will be accessible by use of the common area key. For example, the pedestrian gate (on Throop) to gain access to the service drive behind the building is not be connected to the access control system. Continue to use your common area key.

Intercom System

The security code for the front door intercom system has been permanently disabled. Everyone entering the building is required to use a key fob, or request access by calling a unit on the intercom system. Owners/residents can grant access to guests by buzzing them in via the telephone intercom system.

Power Outage

In the event of a power outage, the access control system has a four hour battery backup. If the power outage exceeds four hours and the battery reserve is fully depleted, the system will revert back to the use of manual locks.

Owners/residents should contact Property Management in the case of an extended power outage. A security guard will be dispatched to the property with keys to the facility allowing owners/residents to get in and out of the building. Once the power has been restored, the system will return to normal operation.