Building Security Improvements

New Building Tenant IDs

- All building tenants are being issued new building access cards that have photo printed directly onto the card.
- New IDs are currently being prepared and tested. IDs will be delivered by tenants by the end of July.
- Effective August 1, 2012, building tenants are required to display a valid building photo ID at all times. Security guards will ask to see a valid building photo ID before allowing entrance to the elevator lobby.

Visitor Registration

- Effective August 1, 2012, visitors and vendors to the building will be required to sign in to the visitor registration system, Lobby Guard. Visitors may scan their government issued ID or manually type their information into Lobby Guard. Visitors must display their visitor badge at all times while in the building. Security guards will ask to see a valid visitor badge before allowing entrance to the elevator lobby.
- Visitors to COG should plan to arrive 10-15 minutes before their scheduled meeting start time to allow for registration with Lobby Guard.
- COG staff that support large events with many visitors may pre-print visitor badges and distribute them to guests as they arrive in the main lobby.

COG VIP Cards

- COG will provide a COG VIP Card to elected officials that are members of COG's primary policy boards. COG VIP cardholders will be able to use the card to identify themselves to garage attendants and to building security. Cardholders will not need to register with Lobby Guard; instead they will present the card to building security in order to proceed to the elevator lobby. Cardholders who do not have their COG VIP Card with them will be required to register with Lobby Guard.
- COG VIP Cards are currently being printed and will be delivered to staff one week before their policy board's scheduled meeting in July.

Building Elevator Changes

- Effective August 1, 2012 programming changes will be made to the building elevators. The elevator to the garage will stop at the main lobby and will not go up to the other floors. Persons riding the elevator up from the garage will exit at the lobby. Building tenants with their building ID and those with COG VIP Cards will display these to the security guards for access to the other elevators that go up to the other floors in the building. Other visitors and vendors will be required to sign in with Lobby Guard in the main lobby area before being allowed access to the elevators that go up to the other floors.

Experience from Main Lobby

1. If not a building tenant or COG VIP, then register with Lobby Guard.
2. Show building ID, COG VIP Card, or visitor badge to security in order to access elevators.
3. Proceed to meeting space on 1st, 2nd, or 3rd floor.

Experience from Garage

1. Exit elevator at main lobby.
2. Building tenants and COG VIP may show ID to security guard in order to access elevators. All others must proceed into main lobby to register with Lobby Guard before returning.
3. Proceed to meeting space on 1st, 2nd, or 3rd floor.