

AFTER HOURS ACCESS POLICIES & PROCEDURES

GENERAL INFORMATION

- ❖ After-hours policies are in effect from 5:30pm – 8:30am.
- ❖ All after-hours freight and loading dock use must be reserved at least one business day in advance with a four hour minimum. Please note that these requests are billable. See Freight Elevator and Loading Dock Policies and Procedures for further information.

BUILDING TENANTS

- ❖ Building tenants will be granted access at any time of day with a valid One Boston Place ID card.
- ❖ Any building tenant who does not have his or her One Boston Place ID card or it is not functioning properly will be required to follow policies as though they are a visitor.

BUILDING VISITORS

- ❖ All after-hours visitors must be entered into the One Boston Place visitor system. They will be asked to present a valid photo state, city, or company ID.
- ❖ Security will not open any doors or grant access to a tenant space unless Building Management has been notified by the tenant at least one business day in advance.
- ❖ Any person who is not entered into the visitor system and/or is not listed on the daily after-hours access list will not be granted access to the building until authorization is obtained. A visitor can be added to the visitor list by an employee with access to the system, verified by a phone call from an authorized after-hours emergency contact, or personally escorted to the space by a building tenant who will be asked to present their One Boston Place ID to security.

VENDORS

- ❖ All after-hours vendors must be entered into the visitor system and/or written on the daily after-hours access list.

- ❖ Security will not open any doors or grant access to a tenant space unless Building Management has been notified at least one business day in advance.
- ❖ In the case that security has been given a company name but no individual name, the visitor will be required to leave a valid photo state, city, or company ID with security. This will be returned to the visitor when they leave in exchange for their visitor sticker.