



## SECURITY

24 Frank Lloyd Wright Drive Lobby H ♦ Ann Arbor MI 48105 ♦ 734-930-4911

### Building Access Control Policy

#### Access Hours

Business hours for the building are Monday-Friday 6:00 am until 8:30 pm. Access to the building contrary to these hours requires a valid access card. Access hours for each individual company in the Office Park are set by the Company Coordinator. These hours can vary from 24/7 access to business hours only. Your access card will permit you to gain access through the lobby nearest your suite location as well as any suite and interior doors authorized by your Company Coordinator. Your Company Coordinator must approve any changes to your access permissions. This includes temporary access outside of your normal operating hours. Once this has been approved temporary access will be added to your card. Your card will revert to your previous access level upon expiration of the temporary period.

#### Access Forms

Access forms must be completed in full and returned to the Security Control Center located at Lobby H Level 2. Old versions of the access form, or those missing information will not be accepted. This includes, but is not limited to, address, license plate / vehicle info, and company coordinator signature. Pictures for the access cards will be taken at the time of submission. Requests for mechanical keys are submitted on the same form that is used for access cards. Key requests that are lacking or have improper door numbers on them will not be processed. The official Domino's Farms Office Park door number is located on the upper hinge of the door for which you are requesting a key.

#### E-mailing Requests and Photos

Company Coordinators are permitted to e-mail employee Access Card and Key request forms and photos to [keys@dominosfarms.com](mailto:keys@dominosfarms.com). Sending requests to any other address will result in processing delays. The official Domino's Farms Office Park Access Card and Key Request form must be used. Requests made without the proper form will not be processed. If you are e-mailing a photo it must be of the head and neck only, on a plain blue or white background. Photos deemed unacceptable will not be used and processing time for the request will be delayed. E-mail requests from those other than authorized Company Coordinators will not be processed.

#### Processing Time

Properly submitted access card requests will be processed immediately unless requiring a special access level. Keys will be ready for pickup within two (2) business days. Any inaccurate information on the form may cause a delay in processing. Typically you will be contacted via e-mail when your items are ready. You can call the Security Control Center at 734-930-4911 to check on the status of your request.

#### Retrieval of Cards and Keys

Access cards and mechanical keys must be picked up by the requestor at the Security Control Center, no deliveries will be made. Access cards and/or keys not picked up within fifteen (15) days of completion will be voided and returned to inventory.

#### Replacement Cards and Keys

Replacement of access cards and keys can be accomplished by submitting a new completed request form accompanied by the proper replacement fee. Access card replacement is **\$15** and **\$30** for mechanical keys. Requests for replacement will not be processed until payment in full is made. Domino's Farms Security **only** accepts cash or checks made out to "Domino's Farms Corporation" as payment. A receipt for your payment will be issued. Domino's Farms will not invoice your company for access cards. Domino's Farms Security cannot issue refunds if a card or key is found at a later date.

#### Responsibility

Please take care to protect your access card and mechanical keys from loss and / or theft. Do not allow others to use your access devices. Report any lost access cards and keys to Domino's Farms Security immediately. Security can easily disable an access card when lost and quickly activate it in the event it is found again. Access cards and mechanical keys are the property of the Domino's Farms Office Park and must be surrendered upon termination of your employment. Your signature on the request form and key signature cards indicates your acceptance of this agreement. Access cards and mechanical keys not returned may subject you to litigation and civil proceedings to recover DFOP property. Domino's Farms Office Park reserves the right to deny and or revoke, at any time, access privileges of those found to be in violation of the Building Access Control Policy.