



Security Information

- Park under the covered spaces in the back of your building.
- Enter and exit through the back mailroom door at Kayenta I.
- Enter and exit through the kitchen door at Kayenta II & Legacy.
- If you are the first one to arrive, turn off the alarm.
- Use the Check-in board to mark yourself as "in" when you arrive and "out" when you leave.
- Before leaving, verify if anyone else is in the building. Look at the Check-in board and for cars in back.
- If you are the last person in the building, follow the closing procedures below.

Closing Procedures

1) Lock the front door:

Kayenta I - Use your exterior key.

Kayenta II - Use the hex key located in the top right receptionist drawer.

Kayenta Legacy - Take the hex key out of front door and put it in the hole behind it.

2) Turn off all sound machines in the hallways.

3) Close all interior doors.

4) Turn off all the lights, EXCEPT:

Kayenta I - Keep the light on over the receptionist's desk.

Kayenta II - Keep the west hallway light on (middle switch).

Kayenta Legacy - Keep bathroom hallway/kitchen light on.

5) Set the alarm.

6) Exit through the back door and lock it:

Kayenta I - Use your exterior key to lock deadbolt.

Kayenta II - Pull on the door after it closes to make sure it is locked.

Kayenta Legacy - Use your exterior key to lock deadbolt.

If you accidentally set off the alarm, call Sting at 800-228-0580 to let them know what happened. You may also receive a call at the back door phone. Look for Sting on caller ID and answer. You will need to give them your name and code.

I understand the above procedures and have received my keys.

My security code: _____

Print Name

Room #

Signature

Date