

UNIVERSITY of HOUSTON

Non-E. Cullen Building Occupants.

Over the spring, work was done in the E. Cullen building to transition access to certain floors to a card swipe system. This week we will be testing card readers installed on the second floor stairwell doors and the elevators. The testing will be conducted starting at 7 a.m. on May 14 through 5 p.m. on May 16. During this time, access to the second floor will be restricted to Cougar card access only.



How will the testing period impact employees who do not have offices in E. Cullen?

During the testing period anyone going to the second floor who does not have an office in E. Cullen will need to be escorted from the first floor elevator lobby to their destination. Please use these guidelines for non-occupant access.

- *Scheduled Meetings* – Departments/individuals holding already scheduled meetings in second floor offices and conference rooms during the test period have already made arrangements to have someone meet and escort attendees to these meetings.
- *Drop-In Visitors* – A temporary desk with a “Second Floor Visitor Check-in” sign will be set up in the first floor elevator lobby and staffed by a UH security officer. Visitors (including UH employees who do not have an office on the second floor) will be asked to sign a visitor log and who they need to meet with. The security officer working visitor check-in will contact the office for the visitor and request they send someone to the first floor elevator lobby to escort the visitor to their destination.

A more formal visitor check-in procedure is being developed and will be distributed when building-wide card access is activated.

Thank you for your cooperation.