



1515 Poydras Street, Suite 105
New Orleans Louisiana 70112
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After Hour Card Access to 1515 & 1555 Poydras Building

The safety and security of our tenants are two of our highest management priorities. The 1515 & 1555 Poydras buildings are accessed after hour by a card access system. This card access system increases the level of security for the building and allows the tracking of individuals accessing the building after hours. All cards (parking garage and lobby doors) are tracked via a computer.

On the front lobby door are card readers. The card readers will control access to the building during the following hours:

Mon-Fri: 6:00pm thru 6:00am 24 hours Saturday & Sunday and Holidays

Employees with parking cards for the 1515 & 1555 garage do not need an additional access card: they will use the same card for the parking garage as for the lobby doors. Using a parking garage card to access the reader on the lobby doors will not interfere with the in/out sequence that must be maintained to enter the garage.

Employees without a parking card for the 1515 & 1555 garage: each company will be issued cards for the employee that does not have a parking card for the 1515 & 1555 garage. We urge you to request cards only for those employees that have approved access to your suite at all times. **The cards will only access the readers on the lobby doors.**

Weekend garage access: If you want an employee(s) to be able to access the parking garage to work on weekends, (6:00pm-6:00am Monday-Thursday, 6:00pm Friday-Monday 6:00am, & holidays) notify us below. Our parking garage will program those cards and invoice your company \$5.00 each time a card is used to access the garage on weekends.

A \$20 fee per card must be paid if any card is lost, stolen, damaged or not returned. **Cards will be issued to your company, and your company is responsible for issuing them to individual employees.** Please notify our office immediately if a card is lost or stolen so we can cancel the card to preserve secure access.

All tenants, janitorial workers and contractors will be asked to provide identification and sign in before security can unlock an elevator for access to the office tower.

Please sign the below authorization and indicate how many cards you are requesting in each category.

Number of Entrance only cards requested: # _____ Entrance/Weekend garage cards: # _____

Company Name Suite # Print Name

Phone number

Date Requested: _____ Date Cards given: _____

Please call building management at (504) 585-2670 if you have any questions regarding this matter.