

It is most important that all building tenants take responsibility for the security of the Technology Centers buildings location at 1140 South Tremont Street Oceanside, California and 533 2<sup>nd</sup> Street Encinitas, California.

Normal working hours are 8:00 am – 5:00 pm, Monday through Friday, except for certain holidays for which tenants will be notified.

Any use of the building falling outside normal business hours calls for extra vigilance.

### Entering the Building

- After unlocking door you will have 60 seconds to disarm security system by using your 4-digit code
- If you are working outside business hours be sure the front door is locked while you are inside. The building alarm will auto set at 10:00 pm. If you hear the alarm begin to countdown enter your passcode or hit cancel on the keypad to turn off.

### Exiting the Building

- When leaving after 5:00 pm never assume someone else will close up; secure all doors upon exit, including purple hallway door (back alarm system will not arm if purple door is not locked/closed)
- The alarm system automatically arms at 10:00 pm and requires a passcode to shut off. You will hear the alarm begin to countdown and you must enter your passcode to turn the alarm off before it arms if you are in the building after hours.
- If you are still in the building at 10:00 pm, you will need to disarm, then arm the alarm when you leave and lock the door behind you.

### What to do if I can't turn off the alarm

- If you are in the building and unable to turn off the alarm please call Rancho Santa Fe Security at 760-942-0688. Their phone number is also listed inside the keypad. They will ask for passcode and can disable the alarm remotely.

Technology Centers locations are monitored by Rancho Santa Fe Security, Phone: 760-942-0688