

July 11, 2002

## **IMPORTANT NOTICE REGARDING YOUR SUITE SECURITY**

Dear Tenants of Seven Mile Crossing:

We are offering the following suggestions, which if followed, may prevent incidents involving suite security from occurring.

- Ø Please stop any person in your suite that you do not recognize and ask them who they are visiting and/or what they are doing. Please note that Grubb & Ellis Management Services maintenance staff, Kimco employees (janitorial contractor) and Guardian Environmental Services employees (mechanical system contractor) that are working in the buildings during the day, are always in uniform and should identify themselves and their purpose immediately upon entering your suite. If you believe someone is acting suspiciously, please call the police.
- Ø Keep all personal belongings (such as purses, briefcases, laptops, PDA's, cell phones, cameras) out of sight and locked up when left unattended.
- Ø Lock up all expensive equipment (laptops, PDA's, cameras, cell phones, briefcases) when leaving the office for appointments, meetings, lunch, etc. and at the end of each business day.
- Ø If your office has an alarm system, make sure the password is changed every time an employee terminates his or her employment.
- Ø When an employee terminates his or her employment, collect all office keys, access cards, etc. on their last day of work and notify our management office so we can deactivate the access card. If you feel the situation warrants, we can change the locks for your suite and issue new keys (there is a charge for this service).
- Ø If your office does not have a receptionist, we recommend that you utilize a door chime or a buzzer to notify your staff when someone has entered or exited the premises. If you have a back door(s) to your suite, do not leave these doors unlocked at any time.
- Ø If you are working late or on the weekends, always keep the doors locked and do not allow any strangers on the premises. Do not open the building doors to anyone else when using your access card to enter the building. Do not prop open doors to the building or otherwise try to circumvent the access system.
- Ø If you are the last person to leave in the evening, make sure that all the doors are locked and secured and if you have a suite alarm system, that your system is activated.

Please be cautious and try to implement these suggestions.

**GRUBB & ELLIS MANAGEMENT SERVICES, INC.**