

Reference : EXECUTIVE
Section : GENERAL
Title : MTC OFFICE TOWER ACCESS AFTER BUSINESS HOURS
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I PURPOSE

The purpose of this policy is to define the procedure for access to the MTC office tower after business hours.

II POLICY

In an effort to better control access to the MTC office tower after business hours as well as to improve safety, the following policy applies to all NFTA employees:

NFTA IDENTIFICATION

NFTA employees who do not have elevator keys and require a police officer to call the elevator must show their NFTA picture identification to the officer. Employees without appropriate identification will be denied access.

SIGN-IN

Employees will be required to sign in with the police officer in order to gain access to the tower. Those employees who have elevator keys and access the tower independently of a police officer are requested to notify the officer on duty and report their floor number, telephone number and expected amount of time to be spent in the tower.