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**INTEROFFICE MEMORANDUM**

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**TO:** TINA HUNTER  
**FROM:** BOB GILBERT  
**SUBJECT:** UNION CENTER PLAZA SECURITY DRAWINGS  
**DATE:** 6/13/01  
**CC:** JIM BARNARD, BOB POWERS

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Tina, I have reviewed the set of construction drawing dated 5/11/01, and the lobby desk plan dated 5/25/01 provided to me on 6/11/01 as well as the Phase 4.B drawings provided to me on 6/12/01. The following are observations and questions derived from these plans, none of which should be the cause of any delay in the timely continuation of the project. Please advise me of the next step in the process.

- I. Union Center Plaza Drawing Dated 5/11/01, Tenant Modification Number (12).  
(A marked copy accompanies this memo.)

The security portion of the drawings appear to reflect the requirements necessary for the installation of the planned integrated security systems with the following exceptions or concerns none of which should be the cause of any delay in the timely continuation of the project.

1. Lobby Security Room. Drawing SC 204A.  
The final machine locations and traffic flow are not reflected on this drawing.
2. Conference Area. Drawing SC 204C.  
Interior intrusion detection devices are not shown. Obtain information for placement of conduit, junction boxes and any necessary electric power supply.
3. Exterior West Side of the Building. Drawing SC 204C.  
An additional exterior CCTV camera placement is required on the NW corner of the building to view the rear of the building. Obtain information for placement of conduit, junction boxes and any necessary electric power supply.

I have discussed these areas with the David Schwind, Account Manager alarm system vendor. This information should be obtained directly from the vendor prior to final installation of the required.

- II. Lobby security desk console plan dated 5/25/01.

The security portion of the drawings appear to reflect the requirements necessary for the installation of the planned components with the following exceptions or concerns:

1. The asset card reader as shown on the desktop is not needed at this time.
2. It is necessary to hear an audible alarm generating from the UPS. After identifying the problem, it may be necessary for the guard to manually reset the UPS. Does the cabinet design include provisions for the sound to be heard and for rapid ease of access to the reset switch?

3. Is there a plan to keep power and control system wires on the desktop from cluttering up the work surface?
4. The location of telephones for this location is not shown.
  - a. We anticipate that visitors and security guards will require use of house telephones frequently.
  - b. When using the house telephone, the visitor's telephone should be at or near the desk, but not placed so as to block the guard's view of the lobby. The house telephone should be a separate instrument apart from the guard's telephone.
  - c. Is there a provision for placement of public pay telephones in or near the lobby area? If the house phone system is disabled due to an emergency condition the pay telephone usually remains functional and available to summon emergency services.
  - d. The CCTV monitors and alarm system screen are on opposite sides of the deskwork area.
    - 1) Will the location design for these items and the other controls and communications devices (keyboard, CCTV controller, intercom and telephones) be ergonomically and functionally placed to support the unrestricted and unimpaired observation of employee and visitor traffic by the guard?
    - 2) What has been planned to protect desktop and stored appliances during hours when the desk is unattended?
5. Storage:
  - a. Is space planned on the desktop and in cabinets to store and retrieve information manuals and supplies?
  - b. Will this desk have utility and storage drawers?
  - c. Will this desk area have a place for the security guard's personal items such as a briefcase, purse or coat?

IV. Doors, Locks and Keys. Union Center Plaza Drawing Phase 4.B First Floor Support Areas  
Construction Documents; Master Legend Door and Hardware Schedules.

1. None of the drawings provided provide a door identification, lock schedule, or depict a standard keying system.
2. The drawings do not identify office occupant or the organization that will occupy the area.
3. In order to control and issue the keys the SFA Security Department will need to have the hardware plan for this building? The plan should depict the following:
  - a. The location of each door to have a lock and exact type of lock to be installed.

- b. Identify if there are several types of locks, cores and keyways specified identify if they will have the capability for interchangeable cores or if they there are to be several different types of lock cores and keyways involved.
- c. Identify the exact type of interchangeable core and keyway specified.
- d. Identify the grand master, master, and sub-master capability of the lock and interchangeable core system to be employed.
- e. Identify the organization or individual who will “own” each specified door or area to be secured. i.e., building owner and/or specific SFA occupant by department and the name of the specific occupant.
- f. For control and accountability purposes all core master and sub-master keys and all individual keys should be delivered directly to the SFA Security Department. Appropriate keys will then be issued to the user.