

Notice to employees of owners or tenants of Anthony Wayne Building

AWB Owners Association asks that employers located in the building share this with current employees and new employees as part of their orientation.

Please know that Anthony Wayne Building is a residence as well as your workplace. The AWB Owners Association welcomes you to the building, but we ask that you respect that people live in the building and that you treat it as you would your own home.

So, we ask you to be aware of the following:

- The building should be used only as you would any other workplace—for your workplace activities only
- The entire building is non-smoking, including all areas of the garage, hallways, lobbies, basements, restrooms, as well as the entire 5th floor, including the grill area
- If you park in the building, you should drive at a speed appropriate and safe for an indoor garage of a building that is home for people, being mindful that children as well as adults may be walking through the garage
- **Particularly note that you should drive in the drive areas only. Do not cut through parking spaces even if they are vacant at the time. This is a safety issue. Other cars, or persons, may not see you coming out of a place where a car isn't supposed to be transiting.**
- You may not park in any space in the garage unless your employer assigns it to you
- If a parking space is assigned to you, you will be given a code for entry to the garage—you may not share your code with anyone else, including people who do not work in the building
- No skateboarding or rollerblading is allowed in the garage at any time
- All items entering the elevator must be wrapped so as not to damage or touch the interiors of the elevators
- Access to all areas other than the areas needed for your work is prohibited, and you should not post any notices or leave materials in any other place in the building