

BUILDING HOURS AND SECURITY

Listed below are the days and hours the building is opened and closed and on-site security hours.

The **main building entrance doors** are unlocked during the following hours:

- Monday through Friday from 6:30 am to 7:30 pm
- Saturday from 8:00 am to 5:00 pm

Door 8 at the north end of the building across from the main parking lot will be unlocked during the following hours:

- Monday through Friday from 6:30 am to 5:00 pm, excluding holidays.
- Exit only from 5pm to 6:30pm Monday through Friday, excluding holidays.

Tri-Main Center is **closed for the following holidays.**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

During the time the building is closed:

- An entry door fob is needed for entry to the building.
- Use the Main door **only** for entry and exiting the building.
- Do not use any other exit doors or prop any doors open as this will set off the building alarm.
- Tenants with a fob may bring in guests and may meet visitors at the door to allow them in. Please escort all visitors to and from your suite. Security Guards and Tri-Main staff are not to unlock or open the door for tenants or others who do not have an access fob.

Security is on-site from:

- 7:30am - 7:30pm on weekdays.
- Saturday from 7am to Sunday at 4:00pm
- 8:00am - 8:00pm holidays

Sign-in sheet

- After hours and on weekends, there is a sign-in sheet for guests and visitors at the security guard's desk, located in the main lobby. In case of an emergency, the sign-in sheet will allow us to know immediately who is in the building and where they are located. When hosting an event or classes, please notify Tri-Main Center Management in advance so we can alert security that signing in for participants will not be necessary.

Escort to your vehicle

- If you would like an escort to or from your vehicle, please call the guard at 716-495-7583. The security guard will arrange to meet you at the main entry doors, or near your car.
- When the guard is not on duty, call our on-site staff at 716-860-4114.