

Guest Access Information

When your guests arrive, they will find your name in the front entry directory and dial the code for your unit number. This calls your phone in your unit. When you answer the telephone, you may speak with your guest and open the front lobby door by pressing **9** on your phone key pad.

As soon as you have your unit phone service installed, please provide the office with the phone number for your Florencia unit so that we can program it into the building's front door entry system.

All service personnel must access the building through the garage from the service entry on the northeast side of the building and sign in at the front lobby desk.

Please notify the front desk 949-3114 when you are expecting any service personnel for your unit. We must have your authorization to send them to your unit in your absence.