



**YES!**

**Stairwell access cards. You can't leave the stairway without one.**

*July 25, 2001* - Like a genie proclaiming "open sesame," General Services began handing out 1,700 access cards on Friday to employees eager for the chance to sprint to meetings on time, avoid crowded elevators, or burn a few extra calories to and from Metro Café.

"I love it!" said Pauline Lee, Director of Program Management Analysis, who arrived by elevator to claim her access card, but returned on foot to her office on the 17<sup>th</sup> floor. "Now I don't have to wait for the elevator," said Lee, who shuttles between floors several times a day. "And the exercise won't hurt, either," she added.

After programming each of the 1,700 cards with a code assigned to individual employees, Leticia Lawenko remains steadfast at her post in General Services doling out the cards one by one to employees lining up at her cubicle. Each employee must sign for their card and is entitled to one card reader demo installed on the counter top.

The cards are programmed to unlock stairwell doors from inside the stairway. Stairwell doors remain unlocked at entry, but the exit must be negotiated by flashing the access card at a little black box attached to the wall next to the door handle. When the red LED light in the box glows green, the door clicks open



Leticia Lawenko programmed some 1,700 cards for stairwell access. Below, Pauline Lee tries hers out on demo hookup in General Services.



#### **How to get yours**

Stairwell card readers have been installed in the Gateway Building to allow stairwell access to floors throughout the building.

- Access cards are issued to MTA Gateway staff on the 15th Floor, Building Services Office.

and, *voila!*, we're back in the hallway.

**No more bad stair days.**

Stairway access became the quest of Building Services Supervisor Phyllis Meng, who traversed a landmine of security issues and considerable logistics to accomplish the task of installing 21 stairwell card readers and programming some 1,700 access cards.

"The stairwells were locked as a necessary security measure following incidents involving theft of personal property from cubicles and unlocked offices," said Paul Lennon, MTA's director of Safety and Security.

LAPD attributed the incidents to 'high-rise office crawlers,' terminology referring to the practice of entering an office building for the purpose of theft and vandalism and exiting undetected.

Although tightened security measures all but eliminated opportunities for office crawler crime sprees, they also put stairwell access on hold for employees accustomed to leaping floors at a seemingly single bound.

"We're happy we could provide access to the stairways without compromising security," said Meng, who reports all systems are go for the 21 flights of stairs. "Certain floors require special access codes and are off limits for stairway entry," Meng noted. The floors that require special access codes are 5, 6, 9, 12, and 20. Meng also noted that only floors 4 through 25 are fitted with card readers.

Employees who missed the appointment can pick up their personal access card on Friday, July 27, from 1 to 3 p.m. or on Monday, July 30, from 8 a.m. to noon. Those who cannot pick up their card during any of these scheduled times may call the General Services help desk at 922-4800 to reschedule. -- **by Gayle Anderson**

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- Each employee must have their MTA identification to pick up his/her access card.
- Employees must also sign for their card.
- Departments have been assigned times for staff to pick up their access cards.

The following departments remain scheduled to pick up access cards in General Services at the following times:

<b>Risk Management, Procurement</b>	July 25	8 am to noon
<b>Human Resources</b>	July 25	1 to 3 pm
<b>LAPD, LASD</b>	July 26	8 am to noon
<b>Make Up Day</b>	July 27	1 to 3 pm
<b>Make Up Day</b>	July 30	8 am to noon

Questions regarding issuance of access cards may be directed to the Building Services Help Desk at 922-4800. If you cannot pick up your card during any of these times, please call the Help Desk at 922-4800 to schedule a pick up time.