

After Hours Security Procedures at all Offices

Front Door

Your entry code is the last 6 digits of your social security number. Once you have entered it, you will be able to open the door.

Alarm Deactivate

If the alarm is beeping, enter the security code. If you do not remember the code, please call a manager.

If the alarm is not beeping, do not enter the code as it will set the alarm and it will go off when you move about the building.

Alarm Activate

Press the on button and leave.

Please make sure no one is in the building before you set the alarm.

If you accidentally set off the alarm, please call a manager immediately:

Federal Way – Dave Danforth 206-595-7238 or Pauline Mengle 253-350-4621

Burien – Jack Angus 206-898-7622

Northgate – Sam DeBord 206-658-3225

If you have any questions about this system, please call us before trying to enter.