

# EMPLOYEE & VISITOR BUILDING ACCESS

## MADISON BUILDING

The following changes to building access will take effect on January 13, 2020. These protocols are intended to ensure that those who access Department of General Services (DGS) state buildings are authorized to do so.



### Expect the Check

Identity Verified. Access Granted.

- All visitors must enter and exit through the Grace Street entrance.
- Employees must enter and exit through either the Grace Street or Bank Street entrances.
- All other entrances will become emergency exits and only available for entrance by Capitol Police and select maintenance personnel.
- Contract security personnel will staff the designated entrance during normal business hours.
- DGS may grant exceptions to accommodate ADA accessibility.
- Email questions to [expectthecheck@dgs.virginia.gov](mailto:expectthecheck@dgs.virginia.gov).

 Employee and visitor entrance/exit

 Employee only entrance/exit

