

# EMPLOYEE & VISITOR BUILDING ACCESS

## MONROE 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 plaza main entrance or the Franklin Street entrance.
- Employees must enter and exit through either the plaza main entrance, Franklin Street entrance, or via the parking deck (for those who park in the building).
- Those employees who park in the building must show their ID to security personnel at the elevators and stairwell on the lobby floor.
- 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
-  Employee parking entrance/exit

