

**Brookfield**  
Properties

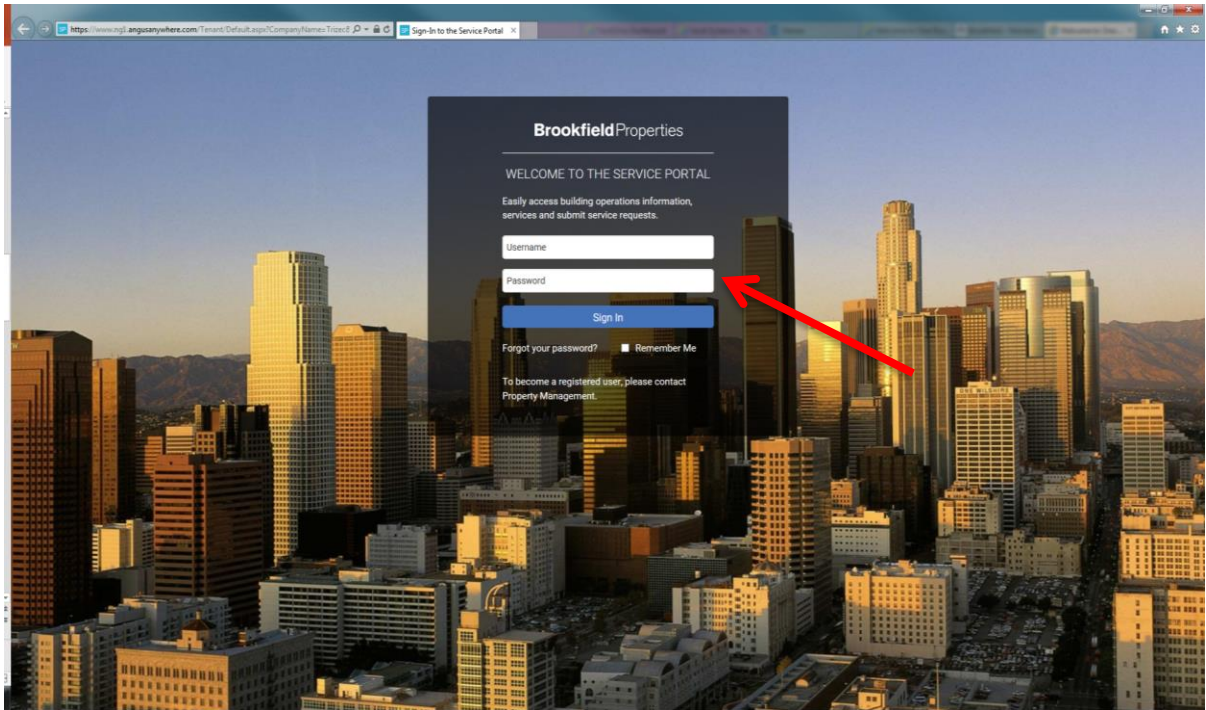
# **Requesting Security Badges**

# Requesting Security Badges

In order to streamline access badge requests, the Building Office has opted to go paperless and to practice sustainable operations. All requests will be submitted through [Angus Anywhere](#).

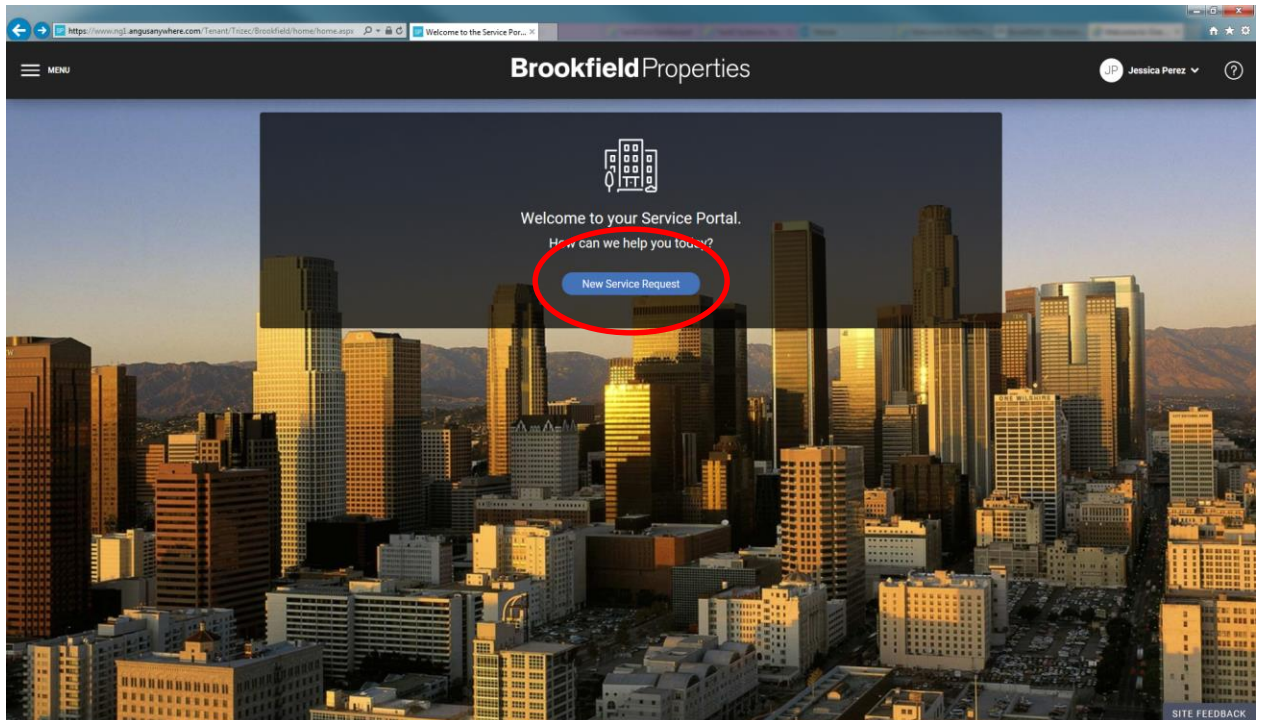
- Only Authorized Signatories may request a new or replacement badge. If you are unsure of your company's designated signer(s), please contact the Building Office at [OnePostStreet@Brookfield.com](mailto:OnePostStreet@Brookfield.com) or 415-434-4753.
- Security badge requests must be submitted through Angus Anywhere *prior* to a photo being taken.
  - NOTE: Photos are only required for new badge requests.
- Photos are taken every Tuesday, Thursday and Friday from 10:30AM – 11:00AM in the back of the main (first floor) lobby.
- Security badges are not transferable to other people and may be confiscated by Security or Building Management if misused.

# Step 1: Login to Angus Anywhere



\*Please contact the Building Office if you do not have an account.

# Step 2: Select *New Service Request*



# Step 3: Enter Floor, Suite Number & Choose Request Type **Security**

**Brookfield Properties** Jessica Perez

### NEW SERVICE REQUEST

PROPERTY: One Post Street

FLOOR:

SUITE:

REQUEST TYPE: **Please Choose**

- Auditorium / Conferences
- Building Mgmt. Use Only
- Chilled/Condenser Water
- Cleaning / Janitorial
- Construction Management Services
- Directory Strips / Signs
- Electricity
- Elevator / Escalator
- Freight Elevator
- General Contracting Work
- HVAC - After Hours
- HVAC - Cold Calls
- HVAC - Hot Calls
- Keys & Locks
- Lights
- Move
- Odor
- Parking Validations
- Pest Control
- Plumbing
- Repairs & Maintenance
- Restroom
- Security**
- Shutdowns
- Sub-Metered Electric
- Unspecified
- Utilities
- Vendor Building Access

PRIORITY:

DATE REQUIRED:

CUSTOMER REFERENCE NUMBER:

DETAILS:

ATTACHMENTS:

**SUBMIT** **RETURN**

SITE FEEDBACK

Step 4: In Details, please state if this is a *New Badge Request* OR *Replacement Badge Request* and include Employee's Name.

**\*\* 1 Employee per request**

The screenshot shows a web browser window displaying the Brookfield Properties 'NEW SERVICE REQUEST' form. The form is titled 'NEW SERVICE REQUEST' and is set against a background image of a city skyline. The form fields are as follows:

- PROPERTY: One Post Street
- FLOOR: [Dropdown menu]
- SUITE: [Dropdown menu]
- REQUEST TYPE: Please Choose [Dropdown menu]
- PRIORITY: Normal [Dropdown menu]
- DATE REQUIRED:  As Soon As Possible,  Date/Time
- DATE: [Input field]
- TIME: [Dropdown menu]
- CUSTOMER REFERENCE NUMBER: [Input field]
- DETAILS: A red box highlights the text 'New Badge Request for Employee Name' and 'Replacement Badge Request for Employee Name'.
- Estimate Required?:
- ATTACHMENTS: + Attachments [Button]
- SUBMIT: A red box highlights the blue 'SUBMIT' button.
- RETURN: [Button]

Step 5: Click Submit

**Step 6a:** For *New Badge Requests*: Send the employee to the back lobby to have their photo taken during designated photo dates/times (listed on Pg. 2)

**Step 6b:** For *Replacements Badge Requests*: Requests submitted before 2:00PM, see Step 7.

**Step 7:** Badges will be available for pickup the next business day by 10:00AM at the security console in the main lobby.