

From: [Hoffman, Maeci](#)
To: [SO All MCB Personnel](#)
Subject: MCB Security Policies
Date: Friday, May 28, 2021 11:28:34 AM
Importance: High

Colleagues,

As all employees return to their offices in the Moore/Connally Building June 1st, please make note of the following physical security policies:

- All deliveries, **including food deliveries**, to the MCB must be met or left at the 2nd floor reception desk. Delivery persons are not to enter the building beyond the reception desk without a System Offices employee escort. Please make note of these instructions in the applicable fields when completing a mail or food delivery request, and provide a contact number for the delivery person to call upon arrival.
- Limit all external visitors to the MCB. Do not bring vendors, friends, or family into the building. Essential guests must be met at the 2nd floor reception desk where they can sign the visitor log and be escorted by their sponsor to their meeting location within the MCB.
- Do not hold an exterior door open for anyone. Tailgating is often utilized by criminals who take advantage of a helpful employee or student holding a door open for someone such as a visitor or someone in a uniform appearing to be a worker. The 1st floor entrances of the MCB are secured to help prevent unauthorized guests, and each authorized card swipe is intended to allow that one person entrance the building.
 - If you notice someone trying to enter a secured door without a badge, kindly direct them to the visitor entrance on the 2nd floor.
 - If you notice a visitor or other non-employee wandering the MCB, direct them to the 2nd floor reception desk.
 - If you are unable to redirect a wandering visitor within the building, contact [Edwin Davis](#) or [Maeci Hoffman](#).
- Close and lock office doors when leaving the building.

All of these practices are intended to help keep our workplace safe and secure. If you have any questions about them, please don't hesitate to reach out to me.

All the best,

Maeci Hoffman | Assistant Director
Environment, Safety and Security

1262 TAMU | College Station, TX 77840-7896
Tel. 979.458.7523 | Fax 979.458.6247 | www.tamus.edu
The Texas A&M University System