

area. This includes outside participants to a meeting held in the LBP Building or 111 Sussex.

Reception Desk Services at HQ

The DFAIT reception desk staff can receive your guests or visitors more quickly and efficiently through your Profiles data in the Staff Profiles application. Staff also depend on being able to reach you by telephone when visitors arrive.

Please ensure that your profile data, such as your office number and telephone number, is up to date by going to CorpApps Profile Database. For more instruction please use the following link: <http://intranet.lbp/departement/sxd/howTo/genpro-e.asp>

Please advise SPAS of any visitors you are expecting. You can do this in one of three ways:

1. E-mail: DFAIT Front Desk / Reception AEC et de CICan - SPAS
(reception@FACITCan-acciccan.gc.ca)
2. Voice mail: 995-5859
3. Visit the front desk and provide a paper copy with names of expected guests.

Access to Controlled Areas During Quiet Hours (Weekdays 4:00 p.m. to 8:00 a.m., Weekends and Holidays)

Even though there is a swipe card system, it is advisable to register in and out of the buildings during quiet hours. This record will indicate who is in the building and where personnel are located in case of an emergency.

The Alarm System During Quiet Hours

Access control doors located at the entrance to the towers and the pavilions are protected by alarm systems which can be activated during limited access hours. If you want to enter controlled areas during silent hours, coordinate your request with the Commissionaire on duty. If you attempt to enter any other restricted zone during these hours, you may trigger an alarm that will result in a security response.

Parking

Parking permits are issued by the Headquarters Administrative Services Division (SPAA) located on the main level of Tower D in the LBP Building. If you have any questions about these permits, contact SPAA (992-2338). SPAS, through a special arrangement with the RCMP, enforces the parking regulations established by the Government Property Traffic Regulations.