



ENVISION
COUNSELING CLINIC

720-WELCOME

www.EnvisionClinic.com

Orientation to the 7200 Alton Way Office

The building hours are Monday-Friday 6am-6pm and Saturday 8am-1pm. You will need to use the building code for entry anytime outside of these hours. The code to the building is _____. There is a keypad at each main building entrance on the south side of the buildings.

303-536-6366 - management office
(800) 673-0825 - emergency after hours

The fitness center is open during normal building hours Monday-Friday and is for use by tenants only. For access to the fitness center, you need to sign a Fitness Center Waiver and COVID waiver through the management office (ask Michelle D for help with this). Once signed and received, the building will create an access card and deliver it to your office. Entry into the changing room (by the fitness center is: _____)

Janitorial services is provided Monday-Friday. It includes taking out the trash that is in waste bins, vacuuming, sweeping, and mopping, as needed, dusting, and wiping down counter tops in breakroom areas. If you have any large items to dispose of from moving such as boxes, please make sure they are broken down, placed in one area and labeled "trash/basura" so they know to remove the items. Janitorial will not remove anything unless marked with this unless it's in a trash bin and they will not wipe anything down such as desks if there is anything on it. This protects you from them damaging anything or throwing away anything that was not meant to be trash.

The building asks that we don't move furniture in or out of the building during weekdays between 7am and 6 pm. No animals or bicycles are allowed in the building.

Opening up the office: Turn on the lights, speakers, and sound machine. ***The door lock needs to be turned toward the end of the door (that has the knob) in order for it to be unlocked and clients to enter in. When leaving, reverse all this and lock the front door.

You can use the dishwasher (unless there is a note that says it's clean). Veronica will start it up about every 2 weeks.

If the music has stopped playing, you can access the Envision playlist on the ipod thing in the box in the office (you'll see the wires leading from the speakers to it). The security code is 1111. You can press play and shuffle.

If the internet isn't working, you can unplug both of the devices in the closet (that look like internet devices). Then plug them back in and give them about 10 minutes to start up again and connect. Let Veronica know if the internet is out so we can address any patterns.

734 Wilcox St. Suite 202	Castle Rock
7200 S. Alton Way, Suite A120	Centennial
355 LaBonte St.	Dillon