

Brookfield
Properties

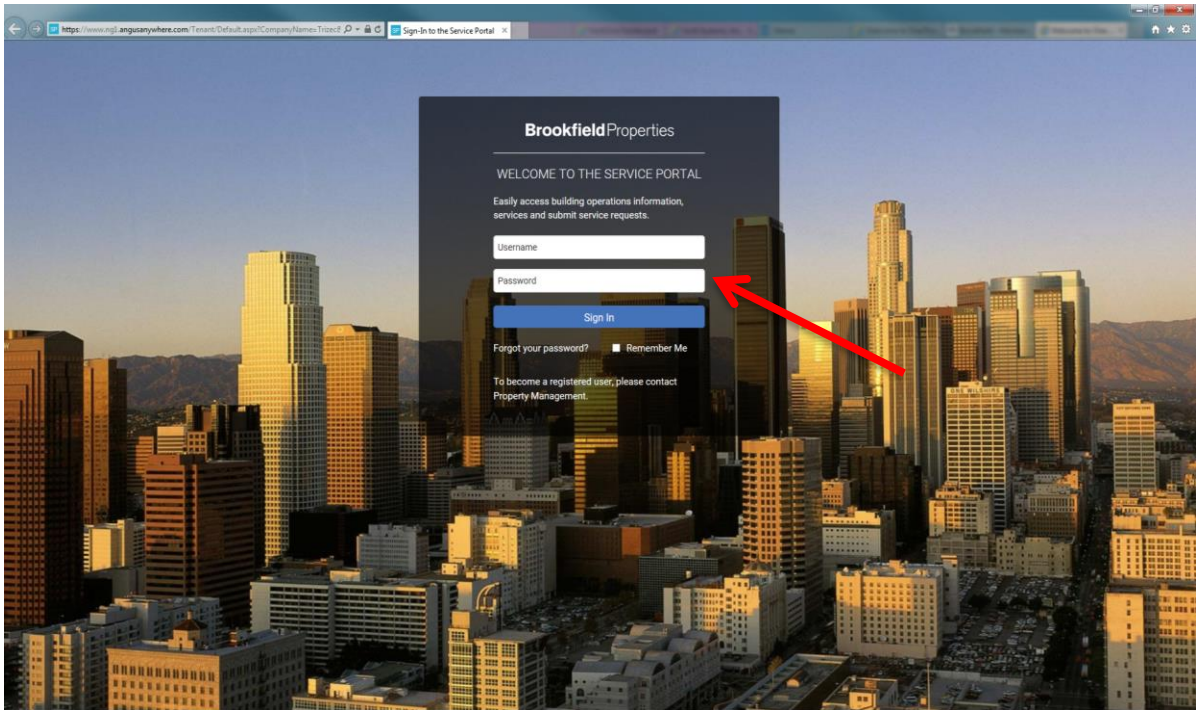
Requesting Security Badges

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](#).

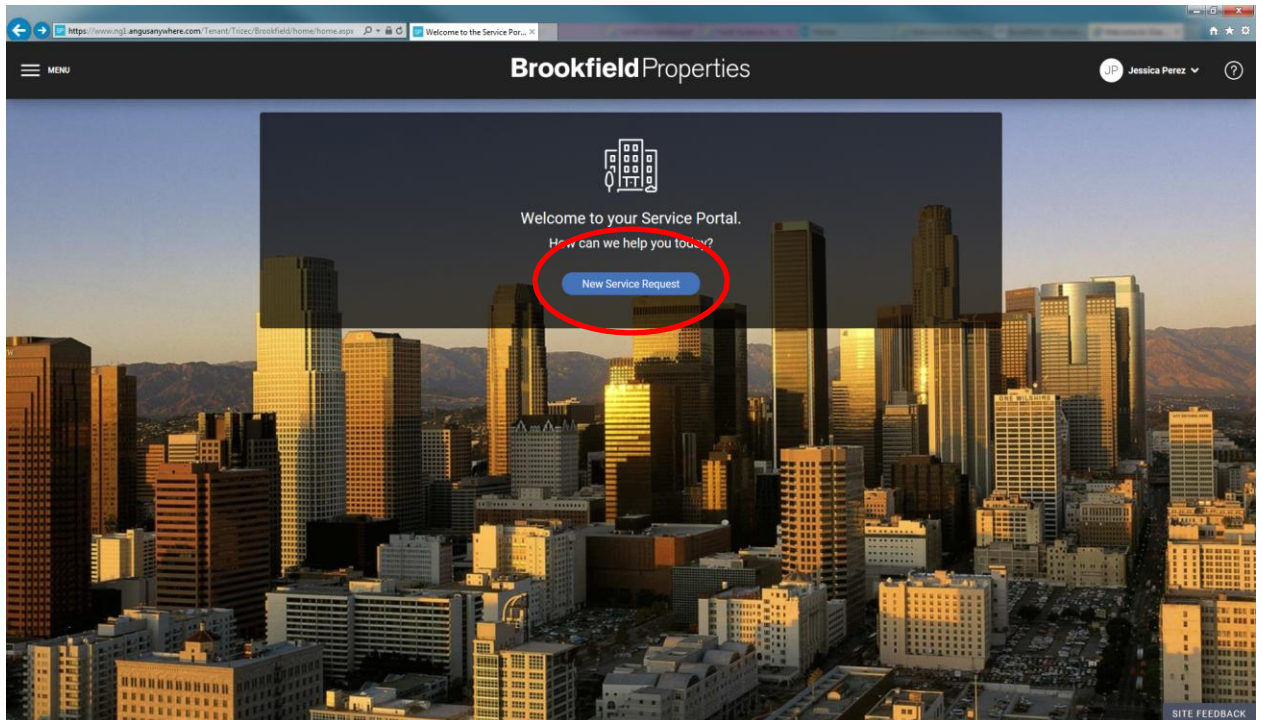
- Only Authorized Signatories may request a new or replacement badge. If you are unsure of your company's designated signer(s), please contact the Building Office at OnePostStreet@Brookfield.com or 415-434-4753.
- Security badge requests must be submitted through Angus Anywhere *prior* to a photo being 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 main lobby at the Security Console.
- 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**

Brookfield Properties

J.P. Jessica Perez

NEW SERVICE REQUEST

PROPERTY One Post Street

FLOOR

SUITE

REQUEST TYPE Please Choose

PRIORITY Normal

DATE REQUIRED As Soon As Possible
 Date/Time

DATE TIME

CUSTOMER REFERENCE NUMBER

DETAILS New Badge Request for Employee Name
Replacement Badge Request for Employee Name

Estimate Required?

ATTACHMENTS [+ Attachments](#)

[SUBMIT](#) [RETURN](#)

SITE FEEDBACK

Step 5: Click Submit

Step 6a: For *New Badge Requests*: Send the employee to the Security Console 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.