

Quick Reference

Visitor Class	Process Thru VC	Issue Badge	Enter Thru Lane	Give Spine Access	Returns Badge
Resident (Includes Subs & Tenants)	No	Resident	1-3	Yes	
Resident w/o Badge (LBH)	Yes / No	T / LM	1-3 / 4	Yes	Drop Box
Non-Resident Unannounced (VC Verifies with Host or Refuses Entry)					
Vendor / Service Provider	Yes	None	No Entry	No	
Non-Resident Announced (Requires Host to Notify VC of Guest)					
LM Employee	Yes	V / LM	1	Yes	Drop Box
Customer (Cleared)	Yes	V	1	Yes	Drop Box
Customer (VIP)	Yes	DV	1	W / Escort	Host
Customer (Not Cleared)	Yes	E	1	W / Escort	Host
Subcontractor / Vendor	Yes	E	1	W / Escort	Host
Maintenance / Repair / Service	Yes	E	1	W / Escort	Host
OASIS / Special Event	Yes	E	1	W / Escort	Host
Auditorium Meeting	Yes	E	1	W / Escort	Host
Resident / Family (Access)	Yes	E	1	W / Escort	Host
Delivery / Pickup (Enter Compound)	No	C	4	No	Back Gate
Family / Care Giver (No / Access)	No	None	4	No	
Delivery / Pickup (No Compound)	No	None	4	No	