Things to Know

ARAG ID Cards

- All team members must have their ARAG ID cards with them at all times.

- Team members should use their ID cards at entrances/exits on the skywalk level and first floor. Do not allow anyone to enter behind unless they have an ARAG ID card. Access to the building is available from 6 a.m. – 9 p.m. for all full-time team members seven days a week, unless your job dictates otherwise.

- ID cards are provided by our building management company. If you lose it, you will be required to pay a $25 replacement fee.

- Please notify the reception desk before they arrive if you're expecting visitors. Guests should use the main entrance and sign in at the reception desk. They will be provided a visitor badge while in the building.

Facilities

- Office supplies are located at each of the printer stations. Other specific supplies not kept in the stations can be ordered. With management approval, specialty items will be billed to your department.

- A few basic, over-the-counter medications, bandages and tissues can be found in the tall cabinets in the ARAG Café. First aid kits are located on each floor. You will see a red ✚ on the map of the building to identify where they are located throughout the office.

- If you have any questions or concerns about facilities, maintenance, office supplies, keys or ARAG ID cards, email facilities@ARAGlegal.com or call Kerie Arrowood ext. 339. Kerrie's desk is located on the third floor near finance, desk E3501.

ARAG Café and Kitchen Etiquette

- ARAG provides fresh fruit on Monday and Wednesday morning in the café. *Help yourself!*

- Coffee and tea is provided daily in the kitchen area. Please refill the coffee pot if you take the last cup.

- The café and kitchen upkeep is maintained by all of us. You are responsible to clean up after yourself and the area after each use.

- The refrigerator is completely emptied by our housekeeping staff on Friday evenings. Any items (*lunch bags, condiments, food, dishes*) left in the fridge will be thrown away.

- Vending snacks and drinks are by Company Kitchen. A self-pay kiosk is in the café.

IT Help Desk

- Noncritical requests should be submitted through the intranet. Go to servicedesk.ARAGlegal.com to complete a ticket. Someone from IT will get in touch with you.

- If you have a critical need call the IT Help Desk at x555.

Printer Set Up

- To set up printer access, scan your ARAG ID card on the black pad next to the printer display.

- Select 'yes' to associate your user account. Enter your username and computer login password and select 'login'.

- The monitor will confirm when successfully connected to your account.

- Touch the 'access' button (*right of display*) to log out.