



Cleveland Athletic Club

*Providing an athletic, social and business environment
for members, their families and guests since 1908.*

September 18, 2003

FR: Bob Munson

RE: **Access to Cleveland Athletic Club via 5th Floor Fire Stairwell Door**

Gentlemen:

Yesterday the security installations were completed to allow access to the Cleveland Athletic Club via the 5th floor stairwell fire door. You have requested this privilege and we are happy to provide it. It will certainly be an added convenience for you and your staffs when it rains or the snow falls. Perhaps we will even provide a fresh coat of paint to the area to make the access more inviting for you and your guests....

My request to you is you help insure that this new access point to the club is not abused. The systems we installed are meant to provide controlled entry in and out of the club while not impinging on overall fire safety.

The keypads provide flexibility for you and members of your organizations who are also club members to come and go at will without having to "clear" through the club's front desk. Certainly, you are also welcomed to bring accompanied guests, clients or customers to the Club via this route.

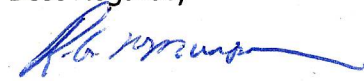
The code for the keypads will be changed periodically for security purposes. I ask that you help monitor who gains access to the codes. Obviously, anyone who is a club member should be provided the entry/exit code. Anyone who is not a member can gain access by using the voice monitor on the 5th floor landing and requesting the club's front desk operator to release the door. A video camera monitor's all the activity in and out of this stairwell passage so it will be easy for us to see who is making such a request.

Once the door is opened by keypad or by front desk release it is important that the door be fully closed and locked by the last person making entry through it, regardless of direction (going up or down).

This new access door will also benefit members of our staff; especially John Caputo, Gert in housekeeping, and some of our outside service providers for the office portion of the building. If, however, you see persons you do not recognize periodically using the stairwell and/or taking items out of the building via the stairwell I would appreciate you alerting John Caputo or me immediately. Indeed, safety and security travels in both directions through this door...

Thank you for your ongoing interest in the Club and in the CAC Building. Each of you has said at one time or another that we must do a better job of tying the two together. Hopefully, you look on this as being a step in that direction.

Best Regards,



Robert V. Munson

