AG Center Alarm Usage Instructions – Public Use

San Joaquin County Robert J. Cabral Agricultural Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

If your event is scheduled outside of those hours, a Key Card will be issued to enter and/or exit the building. Arrangements will be made to pick up the Key Card either the day-of or the day-before your event according to your access needs.

Your Key Card will work to open / unlock and close / lock the front lobby door. You will receive either a specific Key Card for your room or Master Key Card if you have reserved multiple rooms.

In addition, if yours is the first event in the building; or the last event to leave the building you will receive an Alarm Card. (See Figure 1 along with your Key Cards.)

Keep all cards in your possession until you drop them in the Key Drop Box or return to the Room Reservation Coordinator at the front counter of suite 100 of the Agricultural Commissioner's Office. The keys are responsibility of the person they are checked out to.

How to Use the Alarm Card (To be performed by the person in charge of the event):

If you are told that yours is the first event to enter the building, please follow these instructions:

PERFORM THE FOLLOWING ACTIONS IMMEDIATELY AFTER ENTERING THE BUILDING

Proceed to the Alarm Keypad located next to the TV screen on the west wall and swipe the alarm card on the black scanner below the Alarm Keypad. Please make sure that the LED on the scanner turns green, see Figure 2.

If you are told that your event is the last event to leave the building, please follow these instructions:

PERFORM THE FOLLOWING ACTIONS BEFORE LEAVING THE BUILDING

Before you drop off your Key Card and Alarm Card in the Key Drop box, please swipe your Alarm Card on the black scanner below the Alarm Keypad on the west wall next to the TV screen in the lobby. Please make sure that the LED on the scanner turns red. You then have 45 seconds to exit the building.

Figure 1. Alarm Card

Figure 2. Alarm Keypad and Scanner