

TORONTO



MANAGEMENT CENTER



Catwalk Style Racking, Storage Capacity:
400,000 Cubic Feet

- Security Systems
- Information Security
- Fire Protection & Environmental Systems
- Pre-Employment Screening & Staff Training
- Employees & Fleet
- Office Hours

Crown Records Management

1375 Artisans Court

Burlington

ON

L7L 5Y2

Canada

Tel: (1) 800 663 8404 (1) 905 332 4332

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Email: toronto@crownrms.com

Website: www.crownrms.com



The Information You're Looking For.

TORONTO



Tony Valentine

Chief Operating Officer (based in Toronto)

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Security Systems

- Centralized alarm system with 24 hour externally monitored system; all doors fitted with alarm contacts
- CCTV (closed circuit television) monitoring
- Vehicle access controlled by gate barrier; gated storage area with keypad entry
- Sound and motion detection systems
- Visitors to premises are only by appointment and accompanied by Crown staff

Information Security

Information security is maintained through automated systems on servers with file level security behind hardware internal firewalls and scanned frequently with the latest in virus protection software

Fire Protection & Environmental Systems

Office and warehouse area is fully sprinkled and linked to appointed registered third party monitoring agent.

Smoke and heat detection systems

Fully air-conditioned facilities: 24 hours a day, 7 days a week

Exceeds Local, State and Federal standards

Pre-Employment Screening & Staff Training

- Short-listed candidates applying for employment are checked to ensure they are legal to work; detailed background checks are carried out following applicant's consent as allowed under Canada's Privacy Act.
- New employees undergo training and orientation not limited to their own specific work scopes; on-the-job training includes quality and security processes

Employees & Fleet

27 Front Office staff, 13 Operations staff & 4 vehicles

Office Hours

Monday-Friday: 7:30 am to 5:00 pm

Weekends & after hours: Emergency Call out

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