

Airdrie Office:

Address: 200 – 2974 Main Street SE, Airdrie, T4B 3G4



WIFI User Name: **Century21**

Password: **numberone**

Office Secure Drop Box:

Access is from the inside of the lobby. The code is **021**

Access to Airdrie Office:

The Airdrie office has a lock box on the door. Any agent that needs to use the office just needs to access the key via the CREB REALTOR's SentiKey lock box. Please make sure to return the key to the lock box when you are done. Non Creb Members can just ask Bob Sheddy (403-324-2222) for a one day code.

Unlocking the Main Office Door:

When you first access the building outside of office hours (which are 9-4, Monday to Friday) the door will automatically lock. If you would like to unlock the door for others, you will find an Allan Key Wrench above the door frame that will fit into a small round hole next to the push bar. To unlock the door, put the key in the hole, press in the push bar and turn the key. The push bar should remain depressed when you let it go. The door is now unlocked.

To lock the door following your meeting, insert the key into the hole, put pressure on the push bar and turn the key. The push bar will now return to its original position (no longer depressed) and the door will lock upon exit. Please double check that the door is locked before you leave.

Boardroom Usage

If you are in need of a meeting space while in the Airdrie area, our board room is available. Please contact Chelsea (conveyancing.dept@century21.ca) to make sure it is not booked.

Currently we have a music teacher using the Boardrooms on Monday to Thursday 4:30pm to 9pm.

Courtesy Trailer – Local Use only.

Agents can book out our courtesy trailer for their clients to use for local moves (Calgary, Airdrie and Surrounding Areas).

The trailer costs \$25 to rent.

The lock codes on all the doors and padlocks for the trailer is **2100**.

Using the Printer or Copier in the Airdrie Office

Please contact Chelsea (conveyancing.dept@century21.ca) if you would like to be set up with a personal code to use the printer and copier in the Airdrie office.

Drumheller Office

145 3 Ave West, Drumheller, AB, T0J 0Y0

Wi-Fi User Name: Century 21

Password: yellowhouse