

## Procedures for visitor access to Statoil Office Building 2

Visits during regular Statoil business hours (7:30am – 5:00pm, M-F)

- Guests visiting Statoil employees during regular Statoil business hours must enter the campus through Building 2 (2107 Garage) Guest Parking.
- Guests will check in with the security officer who will direct them to Building 2.
- Guests must see the Statoil receptionist in the Building 2 lobby to be issued a Statoil visitor's badge.
- The receptionist will contact the Statoil employee and inform them of their guest's arrival.

Visits outside of regular business hours

- Guests visiting outside of regular business hours must park their vehicle at Building 1 Guest Parking.
- The Building 1 security officer will contact Building 2 security and the Statoil employee for approval.
- Once all approvals are complete, the guest will be directed to Building 2 where security will issue a visitor's badge.
- Security will then notify the Statoil employee that their guest is in the lobby.

Statoil Office is located at:  
2107 CityWest Boulevard  
Suite 100  
Houston, TX 77042  
(713) 918-8200

\*CityWest Blvd. is West of Beltway 8, between Westheimer and Briar Forest

