

Opening and Lock-up Routine

Front Door and Alarm

- Three locks on the front door, all must be used
- Alarm code is 0813. This is for turning on and off the alarm
- Turn on front office light
- Make sure the burco is on in the canteen

Opening Up the Back Area

- Back/Smoking area has to be opened and closed by walking around the back (or using the fire doors in the new rooms – but be careful they don't close behind you and lock you out)
- There is a key for the back door and for the shutter. Only the left hand shutter lock works.
- The back gate must also be opened and closed for access to the evacuation point. There are two locks on the gate but generally only one is used.
- You will find the key to the back area on separate bunch of keys with yellow and green tags.
- Make sure you lock up the back area first, turn off all the lights, the burco, set the alarm (you must exit the building within 60 seconds of activating the alarm) and then securely lock the front door.

If you have any difficulties call the project coordinator on 086 602 2434 or maintenance on 086 272 1424