

SD - Office Opening & Closing – Newborough Office

Policy

This policy has been put in place to ensure the offices are opened and closed safely and securely.

Office Opening Procedure

1. Locate the key safe, and unlock to retrieve the key:

- The key safe is located on the left-hand side of the building on the front porch
- Scroll the numbers until the code is -7836.
- Push the switch up.
- Take out the keys, unlock the building, place the keys back in the key safe, turning all numbers to 0000.

2. Enter the building and disarm the security system (if applicable)

- The security system at Newborough is not currently in use.

3. Other, complete if needed:

- a) Turn on lights
- b) Open blinds or curtains
- c) Turn on heating or cooling
- d) Empty dishwasher

4. Phone Diversion:

- There is no landline phones current at Newborough office

Office Closing Procedure

1. Phone Diversion:

- There is no landline phones current at Newborough office

2. Other, complete if needed:

- a) Turn off lights
- b) Close blinds or curtains
- c) Turn off heating or cooling
- d) Start dishwasher

-
- e) Check bins are out for collection: Put out Monday afternoon, for collection Tuesday morning
- f) If leaving later than normal and it is dark the Porch light should be left on for Security.

3. Arm the security system (if applicable), and exit the building:

- The security system at Newborough is not currently in use.