

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 at the front corner of the building.
- Scroll the numbers until the code is 7267.
- Push the switch up.
- Take out the keys, unlock the building, leave keys in kitchen while at the office
- When leaving the office return the keys and close the 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

5. Change the computer back up cartridge (needs to be changed daily)

To do this, you will need to locate the server and the safe, where spare cartridges are stored:

- The server is located against the back wall of the reception area, in the corner
- The safe is located in the back office, in the wall cupboard

On the server:

- Press the green button on the right-hand side to eject cartridge and place this cartridge in the safe, at the bottom of the pile of cartridges.
- Insert the cartridge, from the top of the pile in the safe, into the server.
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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

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

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

4. Locate the key safe, and return keys:

- Keys located in kitchen
- Return the keys to the key safe that is located on the front left corner of the building.
- Scroll the numbers until the code is 7267.
- Return key to the key safe, close and turn all numbers to 0000.