

## Guidance for Hirers accessing and leaving/securing the Larick Centre

Some hirers will use the building when there is no staff around. In such a case you will be given an access key (fob) and in some instances also an alarm fob, see pictures below:



Access key

Picture 1



Alarm fob

Picture 2

### Accessing the building

To access the building when it is locked, use the access fob (picture 1) to enter:

- swipe the fob over the reader (picture 3 and 4) on the panel on the left of the entrance door (above the reception bell)



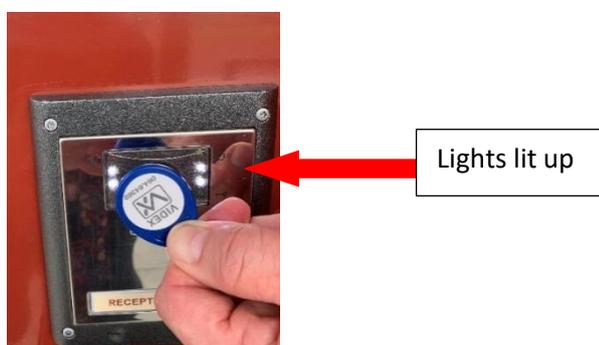
Picture 3.

It should make a sound and the 4 little lights above the reader will lit up (picture 5). You really need to make a swiping movement from the eye (camera) down over the reader, close to the reader.

Picture 4.



Picture 5.



- The doors will open automatically.
- When the alarm is set, you will hear the alarm beeping  
 When inside, you will see the alarm panel (picture 6. on the left of the entrance).

Hold the alarm fob here



Picture 6: alarm panel

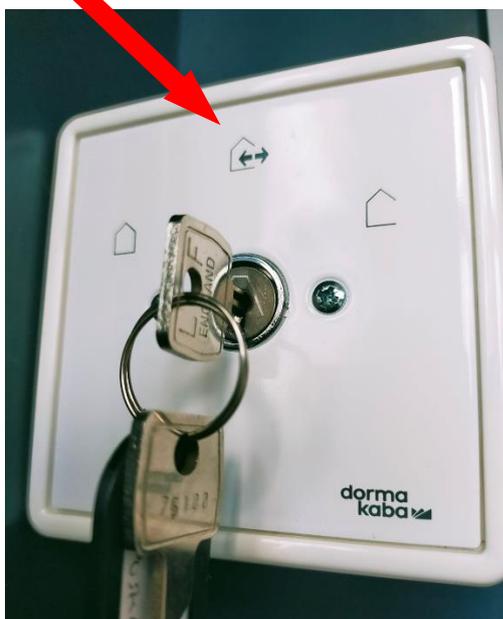
- Use the alarm fob to deactivate the alarm by holding the fob in front of the word 'tag' (see picture above)
- The beeping will stop.

To let in your participants, change the setting of the entrance doors by turning the key on position **A** (see picture 7. below). Participants are able to get in by using the push button.

When your group is the only one in the building, it is wise to lock the door whilst you're being there.

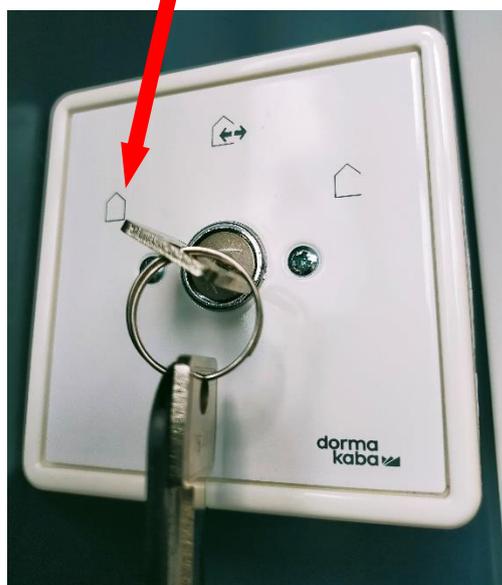
You lock the door by turning the key to position **B** (picture 8.). **You must also do this when leaving the building.**

**A** picture 7



Open: can be opened from outside and inside using the big push buttons.

**B** Picture 8



Locked: can only be opened from the inside by pushing the green exit button.

## Leaving the building

When leaving the building, and there is no other group or staff in the building, make sure the doors and windows are closed and the lights are off (see instruction below).

- Set the entrance door on 'closed'  (see picture 8).
- set the alarm: by holding the alarm fob in front of the word 'tag' (see picture 2.). You will hear a beeping sound (it will give you 30 sec. to leave the building).
- Push the green exit button to open the doors and exit (see picture 9 below). When the doors automatically close again, the building is secured.



Picture 9.

## Switch on/off the lights in reception and corridor

There is a switch on the left-hand side of the entrance (when coming in) to switch on the light of the reception area.

To switch on the light in the corridor to the toilets, you need to go behind the reception desk; in the first cupboard second shelf from below, you'll find all the light switches. The first 3 switches are the ones for the corridor to the toilets, and reception area. You only need to switch off these lights. (The other ones should be switched off already.)

The very first switch is for the light in reception area which can also be switched off at the main entrance.

## SUMMARY

When leaving the building:

- Close windows
- Switch off the lights
- Turn the entrance door key on position 'lock' 
- Set the alarm using the key fob
- Push green exit button to open the door to exit; the door will close and lock automatically behind you.

**Thank you!**