

SITE NAME	Korus Health, Barnstaple	
ADDRESS	5 Gammon Walk, Barnstaple, EX31 1DJ	
CONTACT	Michaela Ettinger	For premises enquiries
RECEPTION	Yes, on ground floor	
SIGNING IN	No	
TELEPHONE	01872 555755	Michaela 07764 556547
EMAIL FOR CLINIC LIST	Please email to Sonographer and CA	
ROOM LOCATION	Treatment room 1 and 2	Ground floor
RENTED ROOMS	Room 2-Flawless Beauty-EVERY TUESDAY Room 3- room available for talk therapies	Use room 3 as staff room when not in use. Machine from room 2 moved to room 3 when room 2 is in use. Michaela will inform staff, if Flawless Beauty have ad hoc dates
CONFIDENTIAL WASTE	Shredder behind Reception desk	
TOILET FACILITIES	2 patient toilets downstairs	
WAITING ROOM	Ground floor	Korus Health sign in waiting room 'clinic in progress, please take a seat'
PARKING	Tuly Street car park	Pay and display
STAFF PARKING	2 x parking permits or use Tuly street	
DOOR KEY	Key safe outside front door	Left hand side, bottom of the wall
DOOR CODE	2606	Please place keys back in key safe when leaving. Ensure you scramble code
DOOR ACCESS CODE	Code for clinic room 1 is C2509Y Code for clinic rooms 2 and 3 is C2568Y	Room 2 is used by Elysha (Flawless Beauty). Do not give access code for room 1
STAFF FACILITIES	Staff kitchen and toilet on first floor. Kettle, toaster, microwave. Crockery and cutlery supplied	
CLEANING	Bowdens Cleaning Hoover in back room by back door if needed Call Michaela if any issues	01271 343315 Cleaning once a week Windows once a month Sanitary bins once every 6 weeks
LOCKING UP	If key from safe is used, put back in key safe outside	Ensure all lights are turned off and back door is locked. Back door and gate keys are on the hook by the back door
AIR CON	If room is too hot, please inform Michaela	
HEATING	Heating switch on the wall by	Please turn off when leaving

	Reception Heater in waiting room area	
WIFI		No code needed
PACS		
STATIC MACHINE	Yes	S7 Serial Number LS7X00049
NEF CODE	NEF51	
CITS PC NUMBER		
LAPTOP NEEDED	No	Please take laptop in case any PC errors
ANY DESK	If using laptop	
IP ADDRESS	N/A	
PC LOGIN	NOT REQUIRED	
LONG CABLE REQUIRED	Yes	
SHORT CABLE REQUIRED	N/A	
STATIC MACHINE NUMBER	21 ROOM 1	
LOCATION OF SUPPLIES	Cupboard behind reception and upstairs cupboard. Please leave bottom shelf upstairs clear for Flawless Beauty	Stored in cupboard upstairs. Cabinet behind Reception has some supplies stored. Contact Vanessa when low on supplies-please give enough time for delivery
ALARM	N/A	
FIRE ALARM TESTED	N/A	08.12.2023 fire extinguishers tested
FIRE SAFETY KIT	Reception	
EMERGENCY ACCESS POINTS	Please follow all fire exit signs	
FIRE ASSEMBLY	Outside library next to Tuly Street car park	
STAFF ACCESS	Front door	
FIRST AID KIT & SPILL KIT	Behind Reception	
FIRST AIDER	CLINIC STAFF	
Additional notes	No alarm.	Please contact Michaela with any property issues

