

Entry and exit procedure at The Hub, Trevissome Park

To Enter

- Spare set of keys are in the outside cupboard (to the right of the admin office entrance)
- Key safe is on the right-hand side of the cupboard
- Code is 6914, press the button on top of the safe to open the key safe door
- Collect keys and alarm fob
- Unlock the main entrance door
- The alarm will sound. The alarm panel is on the right-hand side of door
- Press the key fob on the top left hand corner of the alarm panel. This will disarm the alarm

To Exit

(with the entrance door closed)

- Press the key fob on the alarm panel (top left hand corner as shown in picture)
- It will ask if you want to set the alarm
- Press the key fob again on the alarm panel-the alarm will sound
- Exit the Hub and lock the door
- Place the spare set of keys back in the key safe box
- Close key safe door and scramble the dials



Outside cupboard door



Key safe box



Alarm panel and fob