CUDWORTH — OUT OF HOURS ENTRY/EXIT PROCEDURE

The Business Village
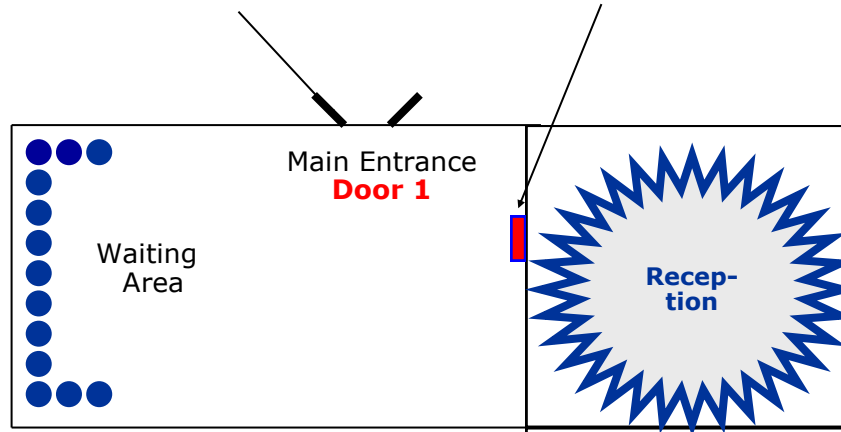CUDWORTH
@BarnsleyBIC

TO SET CORRIDOR ALARM

- Ensure all corridor outer doors are locked.
- Lock main entrance door-no sounding of buzzer indicates all doors are locked, system will set.
- If any corridor outer door is un-locked, a buzzer will sound and a red light will show on the alarm panel, this means system requires resetting.
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MAIN GATE

- The last person to leave premises must ensure the main and pedestrian gates are locked and drop bolts engaged into the floor.

TO RESET THE SYSTEM

- Unlock door 1-buzzer stops sounding
- Alarm panel will show red light indicating door open-refer to door plan to determine location of door.
- Proceed to unlocked door-lock the door and return to the panel.
- Insert unit key into the lock on the alarm panel-turn key clockwise and then anti-clockwise and remove the key.
- The system is now reset
- Leave the building by main entrance and lock the door-no sounding buzzer indicates the system is reset.

OUT OF HOURS ENTRANCE DOOR

LOCATION OF ALARM RESET PANEL.

Main Entrance
Door 1

Waiting Area

Reception

Photocopier Room

Utility Room

| 29 | 30 | 31 | | | 32 | 33 | 34 |

LOCKED   **LOCKED**

Cleaners

| 28 | 27 | 26 | 25 | 24 | 23 | 22 | | | 21 | 20 | 19 | 18 | 17 | 16 | 15 |

Kitchen   Stairs

Meeting Room 2   Meeting Room 1