

# Opening & Closing Procedure

## Merritt Medical Centre

### Entering the building

Remove keys from key safe located at the front of the building, next to the intercom.



**Key code number 6361**

Open pedestrian gate to car park as access for you will be via the rear door of the building (car park).

Open car park gates for cars to enter

Key unlock the rear door (To the left of the refuse bins)

Use key pad 1739

Enter building and hold fob over alarm pad on left hand side to deactivate the alarm.

Once in the building, walk through the door into the corridor.

- Walk to the end of the corridor and enter the last door on the right
- Desk facing you as you enter the admin office – In the top drawer, you will find keys with a blue



keyring on, and this is for the key safe on the back wall.

- Unlock the key safe, and remove keys on blue hooped keyring, these will open the sliding doors to



the patients entrance to the building.

Follow below:

### OPENING – Entrance Foyer by Pharmacy

When opening the following needs to be completed:



- Deactivate the from door alarm (this is by way of another fob on main keys)
- Unlock first set of sliding doors by the lock on the actual door, then using the small key with the red



dot, turn the setting to the 12o'clock position.

- Unlock second set of sliding doors by following the same process.
- Turn on waiting room & reception area lights
- Turn on computers

## **CLOSING**

In the event that the upstairs (first floor) of the building has been used then this should be checked for security.

Downstairs (ground floor) of the building -check patient toilets, consulting room doors and windows, internal doors, lights off, computers are off, locked and secure. This responsibility falls to the last person in the building to ensure its security.

Please lock the sliding doors in the same way that you opened them, but set the key to the bottom left position.



Exit the building from the car park back door, ensuring all internal doors are locked behind you.

The Alarms need to be set on exiting the building, by touching the fob to the pad (press yes when asked if you want to arm the building) and the main rear door key locked too.

Ensure the pedestrian gate at the front of the building is locked

Ensure the car park gates are locked and secure

Return Keys to Key safe at the front of the building.

**Code to this door at reception is 3489x**

