

Opening & Closing Surbiton Health Centre:



To open the locked gate, please enter the passcode –

C1047Z

Twist the handle to open



Please open the top key box and enter the code

1709

Push the black lever down and open, then take keys out and pass if needed.





Please head to the back door (PICTURED LEFT) and open with correct key, then please use the pass provided or your own to enter the building placing it against this sensor (PICTURED LEFT)



Using the small key (606) in the set of keys please make sure -
MAG LOCK is ON
EXITGUARD is OFF





Please use the RIGHT hand door
and walk up to the FIRST FLOOR.





Once you are at the FIRST floor you will see the lift (PICTURED LEFT) please use the door on the right using your access key to gain entrance through the corridor. Follow the corridor to the end.





You will come to a waiting area, please use your access key for the door on your left (PICTURED LEFT) you will then come to another corridor turn right and head to the end





You will then come to the area you will be working in (PICTURED LEFT) you can leave your stuff at the correct desk you are working at and then head DOWN STAIRS where you will see the FRONT DOOR





Please open main front door with the set of keys and then press the button with the arrows \leftrightarrow This will then release the doors (PICTURED RIGHT) You may now go back upstairs and LOG ON ready for your shift to start.



TO CLOSE THE BUILDING PLEASE USE THIS GUIDE IN REVERSE.