

Unlocking/Locking up Procedure for Manor Drive.

To unlock.

- Front door key is in the keysafe at entrance (on the wall by the yellow grit box) if needed. **Keysafe number is 8631#**
- Enter & lock door behind you.
- Deactivate alarm – enter the waiting room & turn right, located on the wall around the corner outside room 14 – **3281enter**
- Turn on lights & open up reception – only the waiting area in front of reception desk & clinical rooms on this side are to be used, use the blue railing to prevent patient access to lower waiting area, unless needed if more clinicians are in.
- Go to the set of drawers underneath the middle of reception desk, in top drawer is the key for the key lockbox, key is labelled.
- Unlock lockbox on the wall in reception above the printer, **keyset needed is number 5** (has large yellow keyring)
- Unlock the set of doors in waiting area near the PODs – this will be used for entering/exiting for this clinic.
- Unlock the first set of double doors & turn the switches on above both doors
- Unlock the automatic sliding door (both locks), on the left hand side on the wall are the buttons – press **the top button with the up/down arrows.**

To lock up.

- To lock the automatic sliding door - **press the button with the moon symbol**, step back from the doors until they close then **lock the door** (both locks) with the key
- Turn off the switches above the double doors, when doors close lock with key
- Put keyset back **on number 5 hook in lockbox & lock**
- Return the lockbox key to top drawer of the set of drawers under the middle of the reception desk
- Turn off all lights, heaters, fans etc in reception & Clinical rooms used.
- **Set alarm – 3281A**
- Exit & lock front door
- Return key to keysafe. **Keysafe number is 8631#**