

Locking up at Kingston Health Centre

- Please make sure you check that all the windows are shut
- Shut all the fire doors and turn the lights off as you exit
- The GP you are working with may have worked in the carpark, to let them out:
 - Go through the fire door by the lift
 - By the back door is a key safe (Code 1000), take out the FOB
 - Go back through the front door and zap the car park shutter and it will lift
 - The GP will then need to go in and drive out, you may need to zap the shutter again as it does not stay open for very long
 - They will need to give you the pass that is in their car that allows them to park, please post it through the post box once they have given it to you
 - Then return the FOB to the key safe
- Wheel in the advertisement board which is outside the building and leave it in the lobby
- When you are ready to leave, press the 'moon' button on the key pad on the left of the door. When you go out of the door stand well back and you will hear a click (this is how you know the door has shut properly)
- **YOU WILL NOT BE ABLE TO GET BACK INSIDE AFTER THIS!**