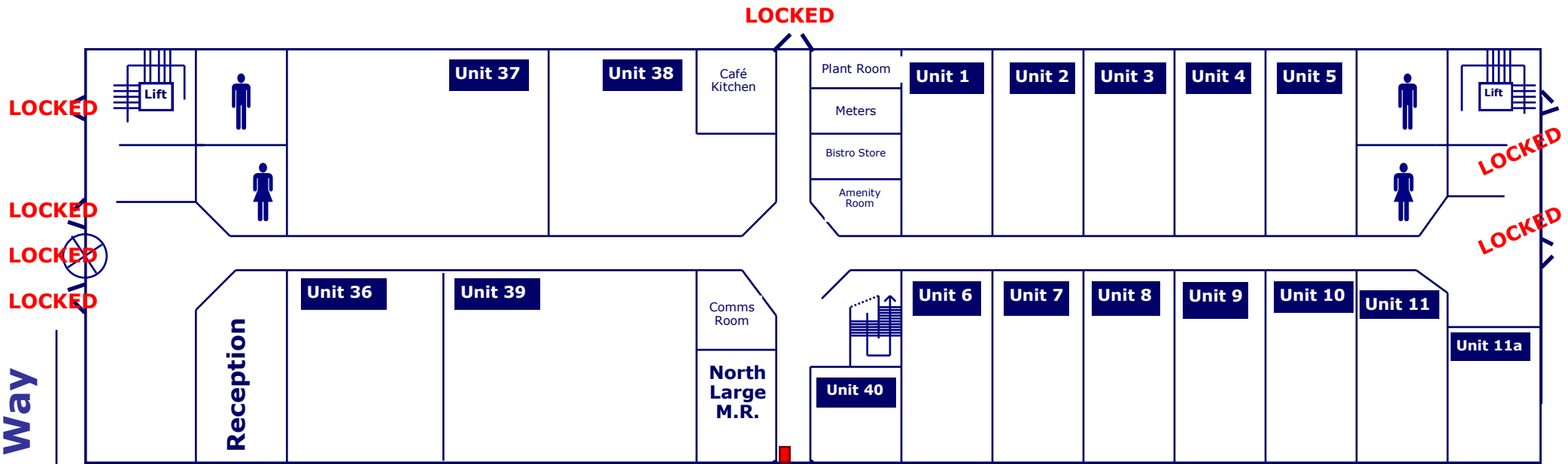


BARNSELY BUSINESS AND INNOVATION CENTRE WILTHORPE

OUT OF HOURS ENTRY PROCEDURE - BUILDING 1



Innovation Way

LOCATION OF ALARM RESET PANEL IF PERIMETER DOOR ALARM GOES OFF:-

- GO TO PANEL IMMEDIATELY & PRESS F1 TO SILENCE BELLS
- UNLOCK MAIN DOOR
- TO RESET LOCK ALL PERIMETER DOORS
- CHECK NO FLASHING LIGHTS (INDICATES WHICH DOOR IS STILL UNLOCKED)
- LOCK MAIN DOOR

OUT OF HOURS ENTRANCE DOOR

- PLEASE LOCK AFTER ENTERING & LEAVING
- WHEN THIS DOOR IS LOCKED, THE OTHER DOORS ARE ALARMED
- IF OTHER PERIMETER DOORS ARE OPENED WHEN THE MAIN DOOR IS LOCKED, A PERIMETER DOOR ALARM WILL BE ACTIVATED
- UNLOCKING THE MAIN DOOR DE-ACTIVATES THE PERIMETER DOOR ALARMS

To Buildings 2 & 3



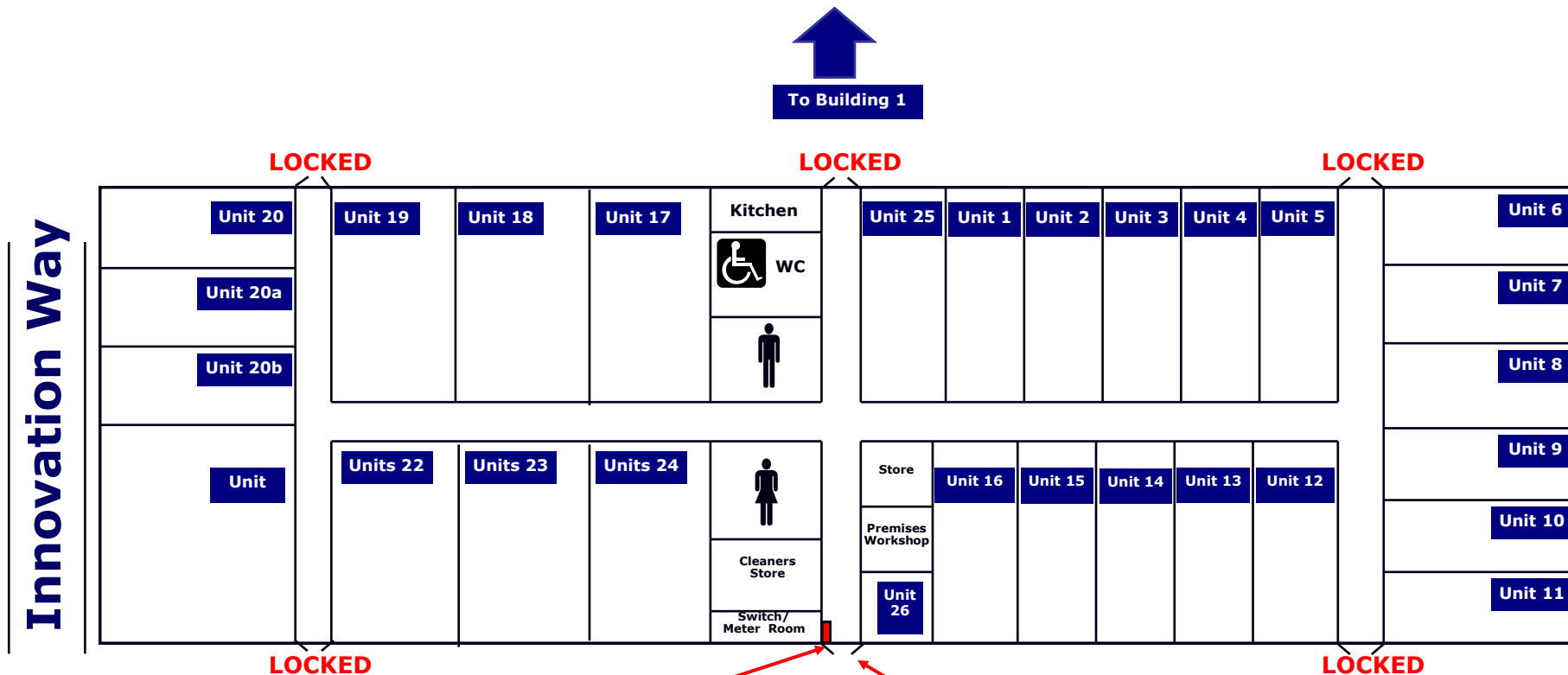
TO BE ON THE SAFE SIDE - DO NOT UNLOCK A LOCKED DOOR OTHER THAN THE MAIN ENTRANCE

PD/AD/LJ/P (13.08.18)

THE OUT OF HOURS EMERGENCY TELEPHONE NUMBER IS — 07497 874334

BARNSELY BUSINESS AND INNOVATION CENTRE WILTHORPE

OUT OF HOURS ENTRY PROCEDURE - BUILDING 2



LOCATION OF ALARM RESET PANEL

IF PERIMETER DOOR ALARM GOES OFF:-

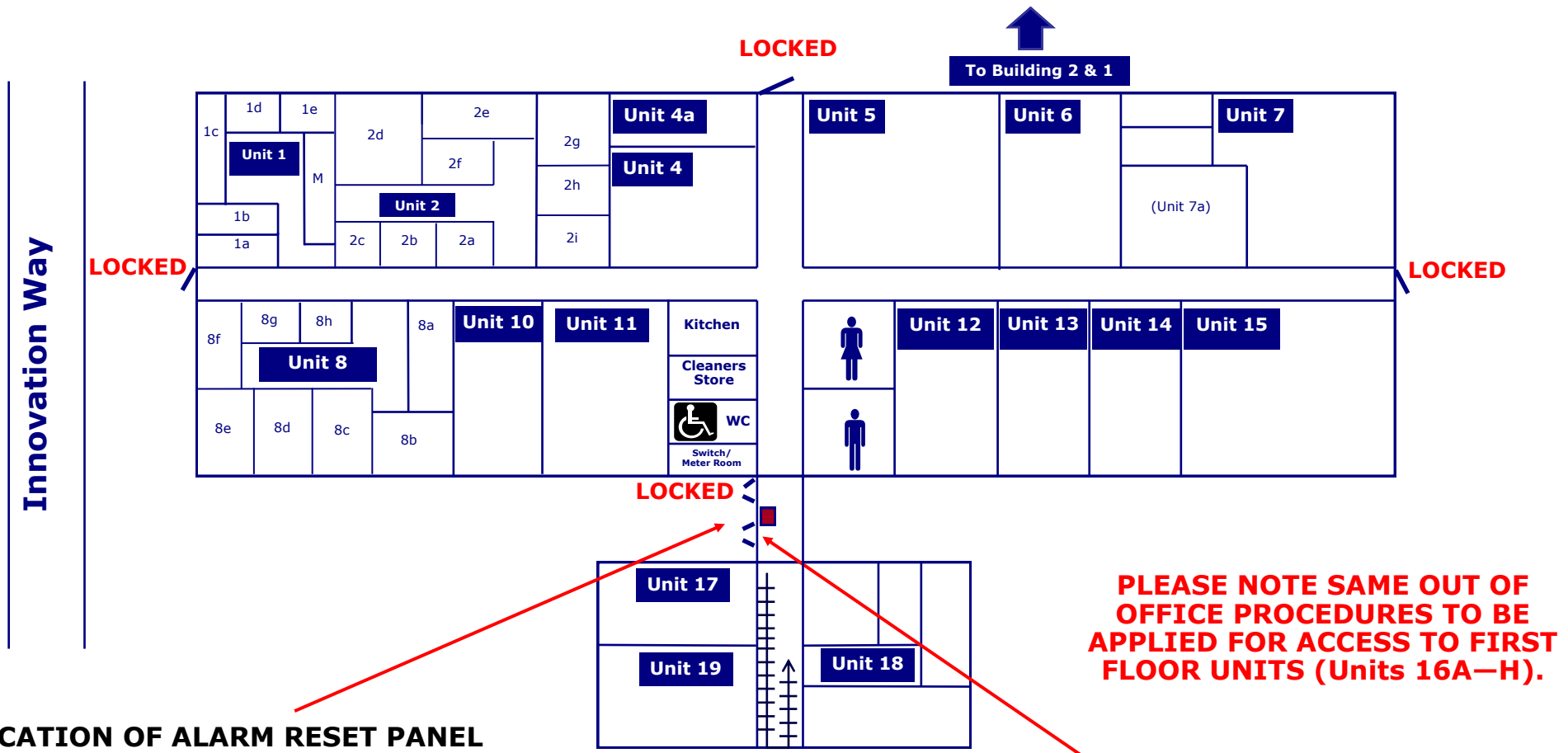
- GO TO PANEL IMMEDIATELY & PRESS F1 TO SILENCE BELLS
- UNLOCK MAIN DOOR
- TO RESET LOCK ALL PERIMETER DOORS
- CHECK NO FLASHING LIGHTS (INDICATES WHICH DOOR IS STILL UNLOCKED)
- LOCK MAIN DOOR

OUT OF HOURS ENTRANCE DOOR

- PLEASE LOCK AFTER ENTERING & LEAVING
- WHEN THIS DOOR IS LOCKED, THE OTHER DOORS ARE ALARMED
- IF OTHER PERIMETER DOORS ARE OPENED WHEN THE MAIN DOOR IS LOCKED, A PERIMETER DOOR ALARM WILL BE ACTIVATED
- UNLOCKING THE MAIN DOOR DE-ACTIVATES THE PERIMETER DOOR ALARMS

TO BE ON THE SAFE SIDE - DO NOT UNLOCK A LOCKED DOOR OTHER THAN THE MAIN ENTRANCE

BARNESLEY BUSINESS AND INNOVATION CENTRE WILTHORPE OUT OF HOURS ENTRY PROCEDURE - BUILDING 3



LOCATION OF ALARM RESET PANEL IF PERIMETER DOOR ALARM GOES OFF:-

- GO TO PANEL IMMEDIATELY & PRESS F1 TO SILENCE BELLS
- UNLOCK MAIN DOOR
- TO RESET LOCK ALL PERIMETER DOORS
- CHECK NO FLASHING LIGHTS (INDICATES WHICH DOOR IS STILL UNLOCKED)
- LOCK MAIN DOOR

OUT OF HOURS ENTRANCE DOOR

- PLEASE LOCK AFTER ENTERING & LEAVING
- WHEN THIS DOOR IS LOCKED, THE OTHER DOORS ARE ALARMED
- IF OTHER PERIMETER DOORS ARE OPENED WHEN THE MAIN DOOR IS LOCKED, A PERIMETER DOOR ALARM WILL BE ACTIVATED
- UNLOCKING THE MAIN DOOR DE-ACTIVATES THE PERIMETER DOOR ALARMS

TO BE ON THE SAFE SIDE - DO NOT UNLOCK A LOCKED DOOR OTHER THAN THE OUT OF HOURS ENTRANCE DOOR