

# Using your card to access your Torquay unit outside of normal office hours.

## Which Door should I use?

There is a white door (soon to be painted Red) at the end of the car park accessed via a slight ramp.

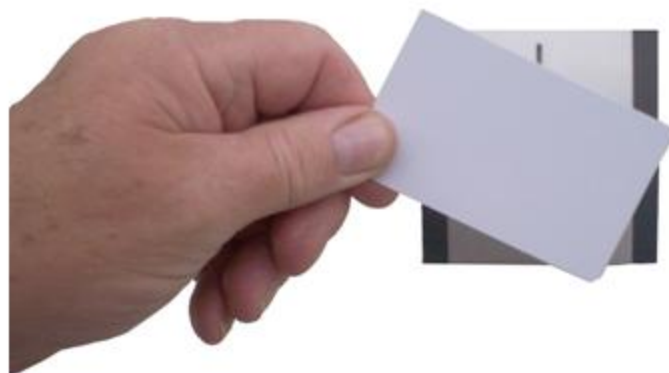
## To access your unit

Please swipe your white card against the silver box located on the left hand side of the door.

When the yellow light flashes the door will automatically open.

As you enter this facility the lights will automatically come on.

Please then proceed to your numbered unit.



## Exiting the premises

When leaving your unit please remember to lock it .

As you approach the door you will see a green button on the right hand side you will need to push this before you press the space bar on the door.\*

Please close the door behind you.



## Facilities

We apologise that there are no toilet facilities in this section after normal working hours.

\* If the door fails to open your access may have been denied by us – please report to our office during normal opening hours.