

# Information for you at Exeter

## Opening times

Our current opening hours are:  
**Monday to Friday 8am to 5pm**  
**Saturday 9am to 4pm**

## Parking

Free parking is available outside the front and to the side of the building on a first-come-first-served basis. Parking outside the main roller shutters should be avoided if possible. It may be necessary for you to move your vehicle when certain deliveries arrive. If a vehicle is to be left at **QUICKSTORE** unattended, keys must be handed in at reception and permission given to move the vehicle if required. Vehicles are left at their owner's risk.

## Loading

The loading bays and loading bay entrances should only be used when loading or unloading vehicles. Any goods to be loaded should be prepared prior to bringing your vehicle into Quickstore. Bays should be vacated as soon as possible.

## Deliveries

**QUICKSTORE** staff can accept deliveries on your behalf if required. Please notify us 24 hours before their arrival. We will, whenever possible, call you when a delivery has arrived. Please attend as soon as possible to put away into your unit.

## Units

All goods should be kept inside of your unit(s). If any items are left outside a unit, a member of staff must be notified and those items put away within 24 hours.

## Refuse

**QUICKSTORE** provides a waste bin on the ground floor for it's customers. Please be reasonable about the amount of rubbish you are disposing of. **CARDBOARD SHOULD BE PLACED FLAT PACKED AND PLACED IN THE CARDBOARD BIN/AREA FOR RECYCLING.**

## Forklift Trucks & Trolleys

The forklift at **QUICKSTORE** is provided to assist in receiving certain goods. These trucks are to be **operated by QUICKSTORE staff only**. Trolleys and sack trucks are provided for your use. Please avoid stacking too high as they may tip over. Please remember to return trolleys & sack trucks to the ground floor area.

## First Aid

There is a stocked First Aid kit on the wall adjacent to the roller shutter door by the toilets. Please see a member of **QUICKSTORE** staff immediately if you suffer an injury.

## Fire Safety

Please read and familiarize yourself with the Fire Notices placed around the building. There is a strict **NO-SMOKING** policy in operation throughout the **QUICKSTORE** building.

## General

Please remember that you share **QUICKSTORE'S** facilities with other people and businesses. If there is a problem, please speak to a member of staff.

## PIN numbers

If you have been given a PIN number please ensure that you are familiar with the procedures for switching your alarm on and off. If you trigger the alarm system outside of normal opening times you may have to pay a callout charge.

