

## MILLFIELDS ACCESS

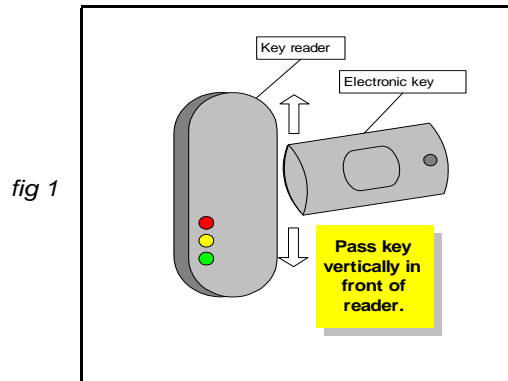
Whilst a full handbook is available for our Millfields facility this sheet only show how to access the electronically controlled doors. You will still needs your Chubb door key for final access into your unit.

If you require further information please let us know.

### *ACCESS, TROLLEYS AND LIFT*

#### Initial access door

**DO NOT SMOKE.** On the outside of the initial entry door you will see a “key reader”. To open the door simply pass your electronic key up and down and in front of this reader and the doors will be released for a short period. (fig 1) Push open the doors and enter the colonnade. Once you enter the colonnade the camera is activated and will be recording your movements.



*Keep hold of your key at all times as you could be locked out if you are unloading you vehicle!*

#### Trolleys

*These are kept inside the colonnade and are for your use. Please return them once you have finished.*

#### Using the lift to go to the first floor

*Again you will need your key to make the lift go up to the first floor although you will not need your key when you need to go from first to ground floor.*

*In the event of fire please do not use the lift to evacuate the building.*

*There are instructions inside the lift carriage should you need them.*

#### Entering the ground floor.

*You will need to present you key to the key reader as you did for the initial access door. The door will release for a short period and you can enter.*

*You may now proceed to your room via the corridors.*