

Tenants Opening and Closing Procedure

This document sets out the steps and responsibilities of Tenants using CityHive outside of Hosting Hours.

Responsibilities

- All Tenants accessing CityHive outside of Hosting Hours accept complete responsibility for the security of the building - this applies both when you open and close the office.
- Refer to the CityHive Key Policy

Opening

1. Unlock Yellow front Door
2. Check alarm and De-arm alarm if Armed (you have 30 seconds)
 - Refer to the steps set out in "CityHive use of Alarm System" document
 - The pendant light will be on
3. Unlock door to stairway and toilets
4. Open windows or turn on air conditioners as needed
5. Lock the front door again if you are here by yourself- leave a note on blackboard / whiteboard that you are in the building in case someone else comes in

Closing

1. Turn off lights upstairs (check meeting rooms and co-working space)
2. Shut ALL windows and turn off ALL air conditioners or fans (not just those in your office)
3. Check if any other tenants are still in the building - if not lock door to stairway
4. Lock toilet door AND back door
5. Close downstairs windows and turn off air conditioners or fans
6. Turn off ALL downstairs lights EXCEPT the entrance pendant light and remove your name from the blackboard if you put it there
7. Arm the alarm
 - Following the steps set out in "CityHive use of Alarm System" document
8. Leave the building and make sure that the yellow front door is locked (check it twice)

Arming and De-arming the alarm

1. Don't panic
2. Follow the steps set out in to the CityHive use of Alarm document.

