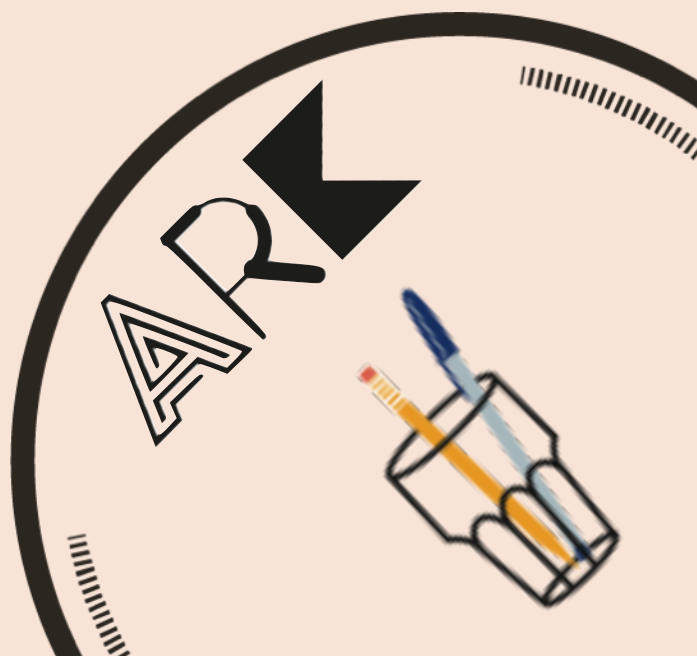


ARK Members & Visitors

QUICK GUIDE TO USING
ARK ALL SAINTS FACILITIES



Opening the Building

The working hours of the building are 9am - 5pm when you can expect others to be in the building. If you are inducted to the building with a key, you are able to work outside of these times and are responsible for unlocking and locking the building.

If you are the first to arrive in the morning, follow this process to open up:

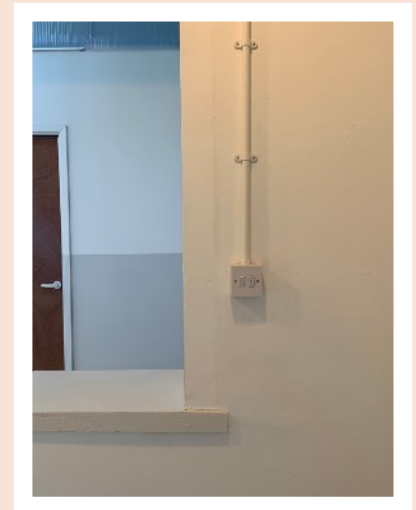
1. Use key fob or card to enter building.
2. On the alarm system next input the alarm code to cancel the alarm. Ask Nick, Gav or Phil if you can't remember the alarm code.
3. Turn on the two light switches next to the alarm system to turn on the lights in the Cafe and Hall.
4. Turn on the light switch in the hallway, near the front offices, to turn on the hallway lights.



Alarm system next to front door



Cafe and Hall light switches



Hallway light switch

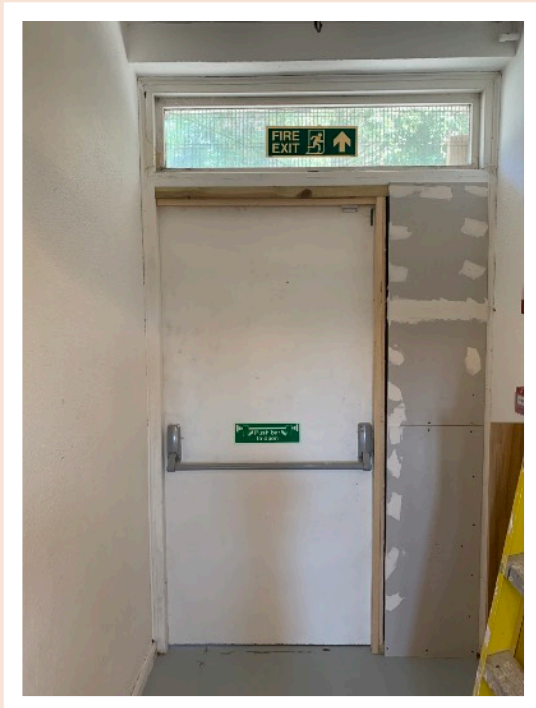
If you have guests visiting you, please make sure they leave with you, and aid them in case of a fire or emergency.

Closing the Building

If you are the last person in the building, it is your responsibility to lock and alarm the building.

- **Check the building for any people or groups still working** - work your way through the building, check the Boardroom, toilets, all four offices, coworking and small meeting room. Take extra care to call and knock on office doors as there may be people still working in internal meeting rooms or with headphones on.
- **Shut the fire escape doors** into the garden.
- **Make sure the fire escape doors in the hall** are closed and bolted.
- **Switch off all lights.**
- **Alarm the building** by entering the alarm code.
- **Exit and make sure the door fully shuts behind you.**
- **One last check...** If you look from the street you can see any lights on in the building. These should all be off.

If you are the last person in the building and are working late, we recommend working with another person if possible, or letting a colleague/other know you are in the building for your safety.



**Fire escape doors
into garden**

In an Emergency

Please see our full HSE here: <https://www.arkcoworking.com/hse!>

In summary:

- Raise the alarm if you see a fire + exit the building.
- First aid kit in the kitchen.
- Incident reporting form [here](#)
- Call 999 if a serious medical emergency.

EMERGENCY CONTACTS

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Gavin Turnbull - 07920 408844

Philippa Nash - 07397 166532

Rev. Ted Fell - 07989 203429