

Condition 35 (Office Opening Hours)

Workman FM

Date: 14 December 2022

Office Opening Hours

It is proposed that the office use will be 24 hour access for office occupiers although core hours are anticipated to be 8.00am – 6.00pm Monday to Friday. During core hour periods there will be a Building Manager, Front of House and a Wellness Coordinator on site.

The Building will also benefit from 24/7 manned guarding. The guard will not be part of the existing estate security team but rather a separate appointment intended to provide a 24/7 security presence specific to 4AS. The estate security team will obviously assist the guard with any incidents and external/estate matters.

Access To The Building

The reception desk will be manned by a specialist Front Of House Service Provider from 08.00hrs until 18.00hrs Monday to Friday. Outside these core hours the Building will be manned by a Security Guard and monitored by CCTV.

All visitors entering the Building will be required to sign in electronically at the reception desk or be sent a Smart Spaces remote QR code App by the Tenant. The Smart Spaces App has full occupancy management capability for both Tenants and visitors with the latter being issued with personalised visitor passes to be returned to the Reception desk upon departure.

Free access to certain parts of the Building including outside core hours/without Front of House or Security verification will be limited to those registered on the Smart Spaces App which has a QR code facility.

Access out of hours will otherwise only be permitted via door access video/intercom unit linked to Security and only by explicit instruction to the Management Team in advance with all id evidence and the reason for the visit being provided by the occupier. A pass can then be produced (preferably in advance) using Smart Spaces but only allowing that person to access a specific part of the Building.

The visitor passes will have details of the Building Health & Safety and Fire/Emergency procedures printed on the reverse.

Should a pass or QR code fail to grant access, the Front of House or Security will have to contact the service provider's helpdesk for assistance having verified that the person seeking access is legitimate.

An intruder alarm system will be installed to key external points of access. If activated this will raise the alarm to the Front Desk/Security Guard.

Parking

A number of dedicated tenant and visitor spaces will be available in a Lower Ground enclosed area and allocated to each occupier if required based on a percentage of floor area occupied. The car park will be accessed via a Smart Spaces app activated pass to raise the roller shutter or by video intercom link with prior tenant arrangements having been made with Management. It will be patrolled by Security Officers in addition to benefitting from CCTV monitoring.