



Frontline Security Services Limited

Specific Site instructions

Site 309

1.1 Daily Shift Duties

These duties are outlined in addition to the site instruction, to facilitate the effective site Security / Gatehouse duties as defined by client.

As SIA Licence Holder, you are expected to understand and enforce them so please read carefully and liaise with your Supervisor or Manager to clarify areas you don't understand.

Site Overview.

Falcon Business Centre is Comprised of a conference room located next to security office, the main office, several units with an unmanned reception entrance and 6 loading bays. To the right of reception entrance is falcon house (office units) and to the left is a nursery with a small wooden entrance gate to the main road.

To effectively manage the security on this site, it's important to note the following:

- All tenants may access their units / office at any time
- Pedestrians and neighbours may walk across the site at outside of normal working hours
- Visitors to some units may arrive outside normal working hours.

CCTV Equipment is provided at the security lodge. This should be used for effective monitoring of all activities and movements around the site. "Be SMART".

- View
- Evaluate
- Log
- Report.

Starting Your Shift

Shifts are from 16.45 to 08.45, Monday to Thursday, Fridays 16.15 to 07.45 and Saturday, Sunday from 07.45 to 19.45.

Monday to Friday:

- Collect Keys from Reception
- Check First aid kit, Fire Emergency Keys (in cabinet behind Monitor)
- Read log book for any unresolved issues
- Monitor traffic in and out of site
- From 18.00, First site patrol. Check toilets for running taps, Nursery and close any loading bay shutters.

- From 19.30 lock exit gate.
- Between 19.30 and 21.00, site should be clear.
- From 21.00, final lock up. Start from Falcon house. Check floors, toilets and switch off any lights. Set alarm. Alarm code is 1261, press yes and all areas will be set. Lock external doors.
- Manually check nursery doors are locked and lock Small nursery pedestrian gate.
- From 22.00, conduct site patrols at intervals at your discretion. You are expected to conduct 10 site patrols during your shift. Remember to unset alarm before conducting a site patrol and set after each patrol.
- Please remember to always keep your lone worker device with you while on patrol.
- On patrol, record vehicles on site using the vehicle sheet. (Registration, type and location).
- From 06.00, Exit gate should be opened.
- At 07.00, take gas reading and log on Gas sheet. Access to gas meter is first door left and left of the security lodge. Use master key. See Fig 2
- From 08.00, post may arrive, collect and hand post, Vehicle Sheet and keys in blue box to NIEL OSWICK.
- Leave Security lodge tidy and prepare handover notes for next shift.

Note: Monday nights, Sliming World is using the conference room and the conference room may be open when you arrive on site. You can open the conference room with the master key.

Sliming World event usually concludes between 20.00 and 20.15, Check conference room for left items, check and switch off heaters, lights and check toilets for running taps.

Lock all doors on exit and conference room alarm will set.

Wednesday / Thursday. Skip removal (ISM SKIP HIRE) on site from 07.00. Cone off areas to facilitate access.

Saturday and Sunday;

As specified above with the exception of the following,

- 08.30, open exit gate
- Tracy may come on site to set up for Slimming World.
- Check for notes on any conferences booked for the weekend. (MTC).
- Lock Exit gate at 16.30.

Points of Contact.

1. **NIEL OSWICK, 07729406350. 07967 605652. 0161 287 5189.**
(issues related to, Fire, Flood and Electricity)
2. **KEVIN STOTT. (caretaker) 07722 386014. 0161 222 5113.**
(if first contact is unreachable)

Emergency Situations**Break-in**

If you detect an attempt to break-in, follow the steps

- Contact Frontline Security Services Limited-Mobile officer.
- Contact the police
- Contact unit Holder
- Never expose yourself to unnecessary danger.

Fire Alarm

Should the fire alarm go off, you are to investigate. If there is fire;

- Phone Fire Brigade using the 999-emergency service number, take master key and key in red tag in key cabinet. See Fig. 1 .
- Phone Frontline Security Services Limited, Neil Oswick and Tim Crèche.(Nursery)

- Only Neil Oswick can reset fire alarm panel.
- Phone Tim Crèche to Reset the Nursery fire panel.

Power cut

A power cut may trigger alarms. In case of power cut, follow the procedure;

- Grab a touch.
- Make your way to Corridor A where the control panel is located in the cleaner's cupboard next to the toilets. See Fig 3 and 4.
- 2nd Panel, turn the switch on and the entire building will be powered.
- Return to security lodge, note on the alarm panel units affected by power cut (usually about 13 units are affected).
- To deactivate alarm on affected units, Unlock and open unit door with master key and close, lock door and alarm will reset. This procedure has to be repeated on all affected units except the nursery.
- Phone Tim Crèche to reset nursery alarm

Parking

Onsite parking is only for clients, unit holders and customers.
After 19.00 you may have people trying to park onsite.
The gym next door are not authorized to park on site.

Fig. 1 Fire key is red tag.



Fig. 2 Meter room



Fig . 3 Access to Electric Panel.



Fig 4. 2nd Panel

