



Appendix A

July 2021 (Revision 1)

A/N_1.0 Business address/details

Azure Business Centre (Newburn)	Tel: 0191 2290231
High Street	Fax: 0191 2290591
Newburn	
Newcastle upon Tyne	
NE15 8LN	www.azurebusinesscentres.co.uk

A/N_2.0 Normal business hours

Weekdays only – 9.00 until 17.00. Reception manned throughout.

A/N_3.0 Entrance/exit arrangements (including out of hours arrangements)

Car park (keys available on request)

Monday to Friday (except Bank Holidays) the site car park gate will be opened no later than 9.00am and will normally be locked at 18.00/18.30. The gate is locked at weekends unless occupied.

The car park gate is monitored by CCTV.

It is essential that all persons accessing the site out of hours secure the gate immediately following their exit. Please assume you are the last person out if at all uncertain. Failure to comply may jeopardise site security and could result in withdrawal of the gate key facility or, if necessary, termination of the occupancy agreement.

Building main entrance

Monday to Friday (only – except Bank Holidays) – the main entrance will be open from 09.00 until 17.00 (Reception manned during these hours).

The main entrance to ground floor reception is accessible from the car park using the appropriate pathway.

Out of hours (24 hour) access

This access is through the west door leading from the car park into Reception. A single key fob is required for access and will be issued (against

a deposit) at the commencement of occupancy. Additional fobs are available at extra cost.

When leaving it is essential that it is verified that the door has closed securely making contact with the door frame locking mechanism (and that it is not simply left to bang shut).

It is essential that no-one is allowed to enter through the 24 hour access door unless they are in possession of a key fob.

The 24 hour access door, monitored by CCTV, must **never** be wedged open.

No furniture items etc. must be removed through the 24 hour access door. Such removals must be done during normal business hours through the main reception.

Any misuse of the out of hours entry/exit system will result in a fine of 125% of any charge incurred by the Company being charged to the Licensee and/or could result in termination of the occupancy arrangement.

A/N_4.0 Lift

For Health and Safety reasons the lift is only accessible during the normal hours – defined as when the main building is open with ABC staff in attendance.

It must not be used outside these hours unless explicitly sanctioned by the Company.

Under normal circumstances the lift is passengers only (and the movement of small packages/parcels etc).

If it is required to move any more substantial item – including furniture – then Reception must be contacted who will authorise/advise.

A/N_5.0 Waste bins/recycling arrangements

It is the Licensee's responsibility to dispose of electrical items themselves and no such items must ever be placed in the skips or bins provided by the Company.

Rubbish must never be left other than in the proper bins provided. The bins are provided for the tenant's general daily office waste from site activities and not for general waste disposal.

General waste bin(s)

General waste bin facilities are located in the car park.

Recycling bin

A recycling bin is located in the car park. This is for cardboard, office papers/newspapers/magazines/envelopes, clean tins/cans and clean empty plastic bottles items only. Cardboard boxes etc must be dismantled/flattened before placing in the bin. As stated cans/tins and plastic bottles must be empty and clean.

Under no circumstances must glass, black bags, any food or garden waste, contaminated packaging, electrical items, crockery or wood be placed in the recycling bin.

Failure to comply with the rules relating to the recycling bin use will result in a charge being levied to the Licensee responsible for the contamination.

A/G_6.0 Bicycle shelter – external facility.

The leaving of bicycles is at Owners'/Users' risk. The Company accept no liability for any damage or losses that may arise.

A/N_7.0 Smoking

There is a designated smoking area beside the main gates with provision for the disposal of cigarette ends. This is the only point within the business centre site where smoking is permitted.

This policy applies to all Licensees, employees, service users, customers, contractors and any other visitors.

A/N_8.0 Evacuation assembly point

The designated evacuation point is clearly marked with a sign.

It is located within the car park to the right hand side of the main gates.

A/N_9.0 Fire alarm bells test arrangements

The fire alarm bell arrangement is tested every Wednesday at approximately 11.00 (this test not requiring evacuation).

Licensees must advise Reception if the fire bells cannot be clearly heard at any point within the building.

A/N_10.0 Out of hours emergency contact arrangements

Andrew Robson 07515883953