

Office Information

Office Address:

1st Floor, Communications House,
Cork Road,
Waterford,
X91NY33, Ireland

The reception desk is open Monday to Friday 9am - 5.30pm

The Waterford office is the centre for Red Hat Mobile stemming from the acquisition of Feed Henry in 2014 .

We have Engineers, pre sales, professional support, sales and marketing all working here.



Office Floor Plan

1ST FLOOR



– LEGEND

- COPY/PRINT/STORAGE

- ENCLAVE

- PANTRY

- STAIRS

- ★ VIDEO CONF.

-  AV CAPABILITY

- CONFERENCE

- LAB**

- 
- RESTROOM

- WELLNESS RM.

Snacks & Drinks

Canteen

- Snacks include popcorn, fruit, cereal bars & chocolate bars.
- Snacks are to be enjoyed by all and limited in number so please do not abuse the programme.
- Weekly breakfast of scones & croissants in canteen Thursday mornings.

Milk & Fruit

- Milk is delivered Mondays & Wednesday & are a mix of low fat & full fat cartons.
- It is not provided for cereals but is meant for hot and cold drinks as a coolant.
- Fruit comes on a Mondays

Drinks & Water Coolers

- Bottled sparkling water, orange juice, cordial mix & a selection of teas (green, breakfast & peppermint) are available in the canteen and at Reception.
- Water Coolers are located at Reception & the tap beside the main sink in the canteen

Coffee

- The coffee machine can make small or large coffees and the coffees included range from de-caf-strong.
- The nozzle and straw should be replaced in the milk dispenser every morning and it will steam and make a loud noise if milk is running low.
- The trays should be emptied of the capsules twice a day and can be recycled and collected in the designated carrier bags by Lyreco on their delivery dates but they need to be notified to Michelle Larkin prior to delivery and include the amount of bags to be collected.

FIRE EVACUATION

If you notice a fire or smoke raise the alarm by activating the break glass alarm point.

If you hear the fire alarm alert sounders please prepare to evacuate the building immediately.

A marshall or deputy should allocate to a member of staff loudly to undertake calling **911/112** for the emergency services

When through you will be asked which service – **FIRE** and possibly location - **WATERFORD.**

Use this address

- **Communications House, Cork Road, Waterford**

Directions

- Advise the building is opposite the Ramada Viking Hotel

For the fire service

- Advise the fire service that the **water hydrant at the front door** and **gas installed downstairs through the middle double doors.**

Immediately start the fire sweep of the building if there are 2 marshals available to do so.
Do not do this alone

Close all doors as sweep is being completed and room is clear.

Do not return to closed rooms

- **Please instruct staff to look out for visitors and anyone who needs some assistance.**
- **Ask if anyone visiting has an injury or disability that may require notification or additional assistance to use the stairs**
- **Do not use the lift**

The safety coordinator will leave the building and assist with directional information but also go to the gas connections to shut off the gas to the building via the rear and side of building levers.

The deputy marshals should leave the building through different escapes if possible and the deputy should have the staff name list and tabard to be identified at the assembly point at the green in front of the building.

If possible a second deputy should have a second name list and tabard present at the other exit to record those leaving from a different exit.

Remain at the safety assembly point until told by the fire safety coordinator or the fire service that it is safe to return to the building

- Know your nearest fire Marshall
- In the event of a fire please do as the Fire Marshall instruct you!
- If there are no Marshalls on duty that day, please evacuate the building through your nearest fire escape provided it is safe to do so.

There are 3 Fire Escapes :

- **At Reception**
- **At the End of the North Wing**
- **At the End of the East Wing**

Fire Hydrants are located :

- **Reception**
- **Canteen Safety Spot**
- **Pool Table Room**

The Fire Assembly Point is located in the
Car Park to the
Left of the Building

In the event of a fire – LEAVE IMMEDIATELY