

VISITOR RULES

ALL VISITORS MUST:

- *Read these rules and, by entering their details in the Visitors Records on arrival and departure.*
- *Ensure that their vehicles are left in the approved parking areas and do not obstruct fire escapes routes, private or public access and other vehicles.*
- *Remain in the reception area until collected and be either accompanied or authorised to enter the building.*
- *Not remove any item from the office building without authorisation and if requested allow any item to be searched.*
- *Use appropriate protective clothing or equipment and not enter restricted areas without prior permission*
- *Obey the fire procedures and instructions and observe the “no smoking” areas*
- *Report all incidents and/or injuries to the receptionist*

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN EJECTION FROM THE OFFICE PREMISES

We reserve the right to request to search visitors' bags, packages and vehicles

Agile Building Services Ltd