

# Guinco Gate Access SOP

## Overview

This Standard Operating Procedure explains how to enter and exit through the gates at the Guinco headquarters. Please follow these steps carefully to ensure smooth, secure access.

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## Entering the Property – East Gate (Entry Only)

The **East Gate** is the **employee entrance gate**.

1. Pull up to the **keypad located on the left side** of the East Gate.
2. Enter the gate code: **1997#**
3. The East Gate will open for **60 seconds**.
4. Drive through promptly and park.

### Important:

- The East Gate **does NOT open automatically** when you approach it.
  - The East Gate is **entry only**.\*\*.
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## Exiting the Property – West Gate (Exit Only)

The **West Gate** is for **exit only**.

1. When leaving the property, drive toward the **West Gate**.
2. The West Gate will **open automatically** as you approach from inside the lot.
3. No code is required.

## Reporting Issues

If you experience any problems accessing the gate:

### Option 1 – IT Support Form

Submit a ticket through the official support portal:  
**Penguin-Support.com**

### Option 2 – Contact IT Directly

Dial **extension 1811** for immediate assistance.

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If you have questions or need clarification, please reach out to the IT Department.