

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.

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.

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