

St Aidans Hall (Berwick) Trust

Registered Charity No. 1212474

Website: www.staidanshallberwick.org.uk

46 Church Street, Berwick upon Tweed TD15 1DX

INSTRUCTIONS FOR USE OF THE KEY SAFE

On arrival:

1. If the door is locked on arrival, gently pull down the outer cover of the safe
2. Enter the code into the key safe
3. Press both buttons on the side of the key safe together
4. The safe will open to reveal the key
5. Remove the key and open the door
6. Return the key to the key safe
7. Close the safe
8. Scramble the code
9. Close the outer cover.

By doing this we know where the key is at all times – please do not leave the key in the door of the building, or take the key into the building with you, or leave the key safe open or the code unscrambled.

When leaving:

1. Gently pull down the outer cover
2. Enter the code into the key safe
3. Press both buttons on the side of the key safe together
4. The safe will open to reveal the key
5. Remove the key and lock the door (lift the door handle before locking)
6. Return the key to the key safe
7. Close the safe
8. Scramble the code
9. Close the outer cover.

Only the lead person in your group should know the code for the key safe. If you have to give this code to anyone else in an emergency, please advise a member of the committee immediately.

Many thanks for your cooperation.