

Caretaker Information - Opening and Locking Procedure

Property & Facilities Management
Resources
Sheffield City Council

February 2011

Opening and Locking

Opening Procedure (example)

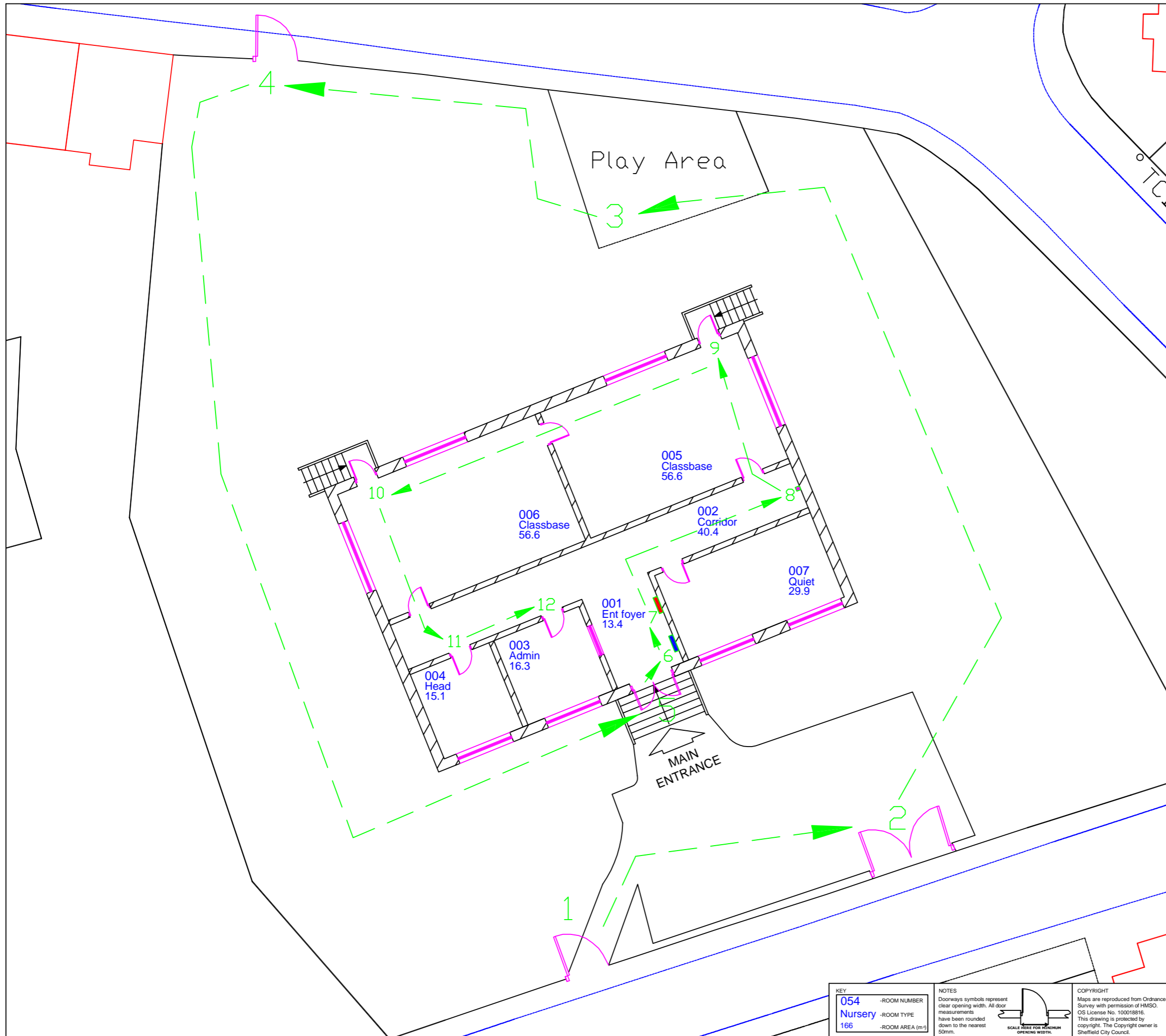
See example map 1 – set up a numbered procedure for opening the building, following designated route (green). While following route, ensure Health and Safety Checks are adhered to i.e. daily task list.

1. Open main gate (padlock key 1)
2. Open drive gate (padlock key 1)
3. Check playground equipment
4. Open rear gate (padlock key 1)
5. Open main entrance (external master key) code for door ****
6. Disarm burglar alarm system i.e. code**** enter
7. Check fire alarm panel for faults
8. Check fire extinguisher (is not damaged/in position)
9. Unlock external door (external master key)
10. Unlock heads office (internal master key)
11. Unlock admin office (internal master key)

Locking Procedure

See example map 2 – set up a numbered procedure for locking the building, following designated route (green). While following route, ensure Health and Safety Checks are adhered to i.e. daily task list.

1. Lock admin office (internal master key)
2. Lock heads office (internal master key)
3. Lock external door (external master key)
4. Arm burglar alarm system code**** enter
5. Lock main entrance (external master key)
6. Lock rear gate (padlock key 1)
7. Check playground equipment
8. Lock drive gate (padlock key 1)
9. Lock main gate (padlock key 1)



KEY:

- Fire Extinguisher
- Fire Alarm Panel
- Burglar Alarm

| Rev | Date | Details | Dm | Chkd | Company |
|-----|------|---------|----|------|---------|
| | | | | | |



DERWENT HOUSE
150 ARUNDEL GATE
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ESTABLISHMENT
EXAMPLE

TYPE

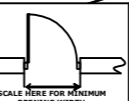
TITLE
OPENING PROCEDURE

DIRECTORATE CODE
###

UPRN
###

| KEY | -ROOM NUMBER |
|-----|------------------------------|
| 054 | Nursery |
| 166 | -ROOM AREA (m ²) |

NOTES
Doorways symbols represent clear opening width. All door measurements have been rounded down to the nearest 50mm.



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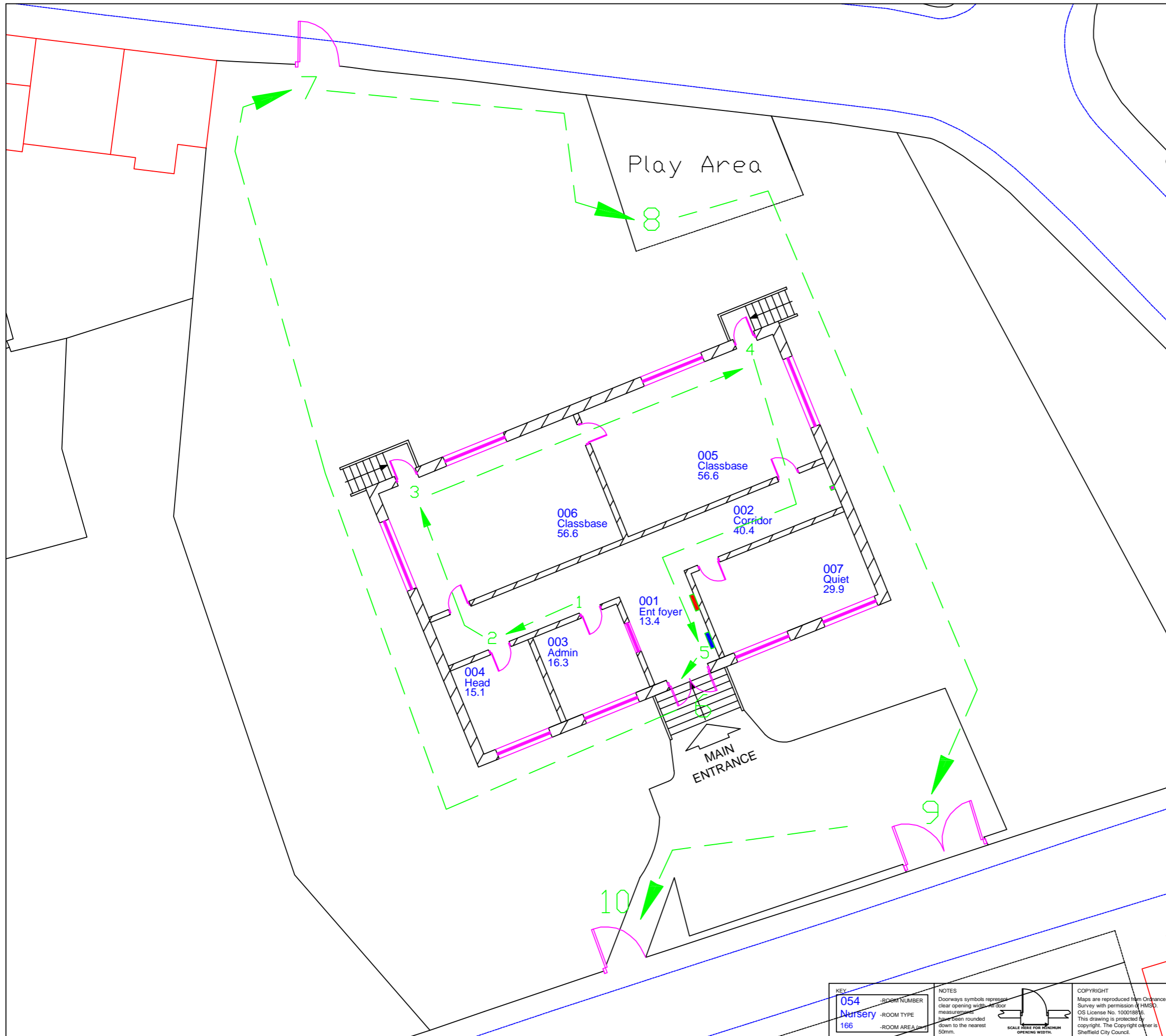
SCALE
NTS

DATE
05/11/2008

CHECKED
JB

DRAWING No
1 of 8

REVISION
A



KEY:

- Fire Extinguisher
- ▭ Fire Alarm Panel
- ▬ Burglar Alarm

| Rev | Date | Details | Dm | Chkd | Company |
|-----|------|---------|----|------|---------|
| | | | | | |



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ESTABLISHMENT
EXAMPLE

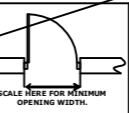
TYPE

TITLE
LOCKING PROCEDURE

DIRECTORATE CODE
###
UPRN
###

| KEY | ROOM NUMBER | ROOM TYPE | ROOM AREA (sqm) |
|-----|-------------|-----------|-----------------|
| 054 | Nursery | | 166 |

NOTES
Doorways symbols represent clear opening width. All door measurements have been rounded down to the nearest 50mm.



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SCALE

DATE
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