

BUGBROOKE SPORTS AND COMMUNITY CENTRE

PLEASE READ THESE INSTRUCTIONS FULLY BEFORE ATTEMPTING ENTRY

INTRODUCTION TO METHODS FOR ENTERING / LEAVING BY FRONT DOORS

There are three elements to the security system associated with the front doors of the Bugbrooke Sports and Community Centre. The doors themselves have an internal locking mechanism which is operated by a key. There is also a magnetic lock (maglock) to keep the door from being opened even when the internal mechanism is unlocked. The maglock is released from the outside using a fob (small handheld remote-control device) and from the inside by pressing a green button (marked PRESS TO EXIT). The third element is an alarm system which is armed and unarmed by the same fob used for the maglock.

For your assistance, the following instructions provide photos and step-by-step guides on how to enter and leave by the front doors. If any of these photos or instructions are not clear please contact the Centre Manager, Julianne Field.

Maglock green button (inside)



Photo of Key and Fob



ENTERING WHEN THE BUILDING IS LOCKED & ALARMED:

1. Unlock the front doors using the key
2. Hold the fob against the black box on the front door frame



- 3.
4. A slight click, the light turns green and the maglock will release the door for a few seconds. Pull the door to open and enter the lobby.
5. The internal sounder associated with the alarm system will start. Tap the fob against the top right corner of the blue and white alarm box situated on the wall to the right of the main doors as you enter the lobby.



- 6.
7. **Important Note: Do not hold the fob on the box as this can disarm, but then re-arm the system and the internal sounder will continue to sound. A tap, and if necessary, a 2nd tap is all that is needed.**
8. The internal sounder should stop, and the box will display a message saying the building is disarmed.
9. Please Note: If the alarm does not sound when you enter the lobby, then the building alarm system was not armed by the previous occupant, so no further action is required for entry.

LEAVING THE BUILDING & SETTING THE ALARM:

1. Check all fire doors and windows in the main hall are closed, and lights are off.
2. Tap the fob against the top right corner of the blue and white alarm box.
3. The internal sounder associated with the alarm should begin its count down, and the alarm box display should say the alarm is set.
4. If the alarm omits a warning tone and displays a message saying that a zone has an error, it usually displays text that points to the door that is causing the problem. Check the fire doors in the main hall are fully closed; they can be quite tricky to close from the inside.
5. Press the green button to release the door and push the door to open outwards. When you close the door, you should hear the maglock click shut.



- 6.
7. Lock the building using the key.
8. The internal sounder continues for approximately 30 seconds before it stops and at this stage the alarm system should be fully set.

ENTERING & LEAVING WHEN THE BUILDING IS UNLOCKED:

1. **To enter the building:** tap the fob against the black box on the door frame and the light turns green. A slight click indicates the maglock has released the door for a few seconds. Pull the door to open and enter the lobby.
2. **To leave the building:** press the green button to release the door and push the door to open outwards. When you close the door, you should hear the maglock click shut.