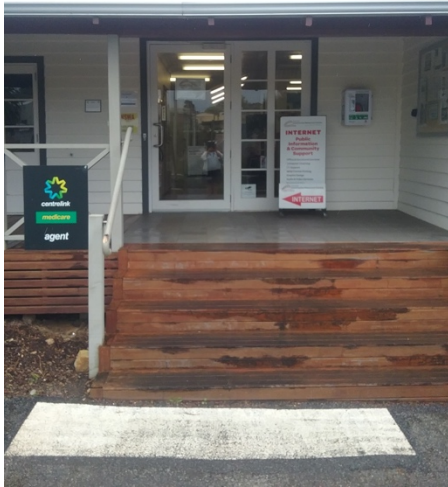


Key box Instructions

The Key box is located at the top of the CRC stairs and to the left next to the notice board.



Punch in code (**which will be sent to you separately**) then pull the metal latch down. This will open the front cover of the box. It will pop out completely.

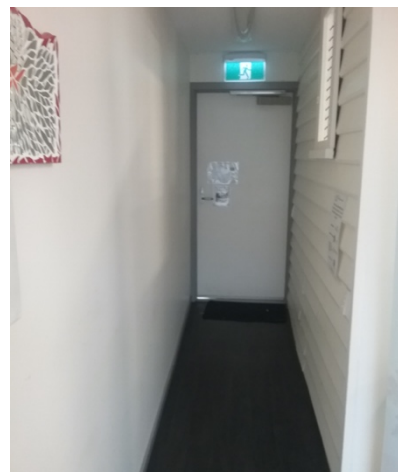
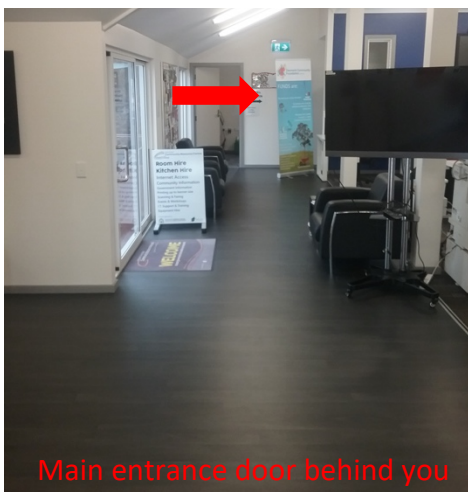
Remove Key. Then enter the code again and pop the front cover back in.

Proceed to unlock the front door and lock it behind you on entering.

When leaving

Please leave the key on the reception desk, next to the computer screen.

Head past the public computer, behind the Denmark Community Foundation banner, there is a small hallway. This door leads out to the veranda to the Garden Room.



To leave via this door, make sure the latch is in a horizontal position to lock (it will still open from the inside that's okay). There is a picture on how the lock should look when it's locked.

Once outside, push the door close and just check to make sure it doesn't open again. Enjoy your day!