

ACCESS INFO HOW DO YOU GET IN & OUT

Obtain Your Key:

Your booking email will give details of where to find the site keys.

Keys will be distributed based on a confirmed booking only.

Access Through Main Gates (1):

Upon arrival at GNC, if the gates are locked, use your 'Master Lock' app or temporary code to unlock the padlocks.

Side Door Access & Alarm (2):

Use the key to unlock the side door and the plastic tag to disarm the alarm if locked / armed.

Roller Shutter (3):

Your roller shutter code will be provided in advance if you do not have a tag

Responsible Usage:

Please ensure the safekeeping of your key / alarm tag throughout the workshop duration.

Do not share the key / alarm tag with others; it is intended for your use during the booking time only.

Return Your Key:

At the conclusion of the workshop, return your key to the organisers. **Note special instructions on the detailed pages that apply if you are the last to leave site**

Keys are valuable assets and must be returned promptly to maintain security.

Thank you for your cooperation! Enjoy the club workshop experience!

Site overview - key points

1 - Main gate access (separate in and out)

2 - Main pedestrian access - to pitlane

3 - Main roller shutter access - to pitlane



4 - Roller shutter and pedestrian door and roller shutter. **TO BE KEPT CLOSED AT ALL TIMES**

5 - Toilets

6 - Main entrance to atrium (for reference only)

Main building key handling - detailed guide

The club have **just one** key/keyfob for the main building. This consists of a key to the main pedestrian door (2) and a fob for the main building alarm.

If you are last to leave the site, it is crucial that you set the alarm and ensure this door is closed and locked from the outside

When using the unit, you are the trusted custodian of this key and you must ensure it's safekeeping and return for the next workshop user to access

You must also ensure a message is sent to the club workshop manager as you leave the site to ensure the site security can be enabled



Access to the unit - detailed guide

Our unit is secured with its own roller shutter. It is your responsibility to ensure this is closed if you leave the unit unattended and when you leave



Entry - simply enter the code you've been given or tap your RFID tag and the shutter will fully open

Exit - push and hold the silver button on the underside of the keypad until the shutter is fully closed. The shutter will stop closing if you release the button

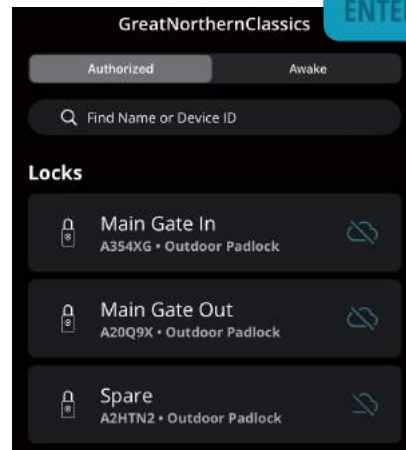
Emergency only - In the event of a keypad/exit button failure, contact the RREMC workshop manager to obtain the lockbox combination code. Inside you will find a key that can be used to operate the key switch

Main gate access - detailed guide

The entry and exit gates both open inwards and operate the same way. Lift the securing bolt and latch it on the stay before closing



Step 1 - open the Master Lock App
Step 2 - press the 'circle' button on the front of the lock
Step 3 - tap the key icon in the app to open the lock



You are only required to close and lock the main gates if you are the last to leave site

Note that inserting the locks can be tricky due to them being encased in the gate structure



Step 3 - Swing open the lock and remove it from the gate
Step 4 - slide the latch bolt into the upright post
Step 5 - insert the lock through the latch and push it closed
Step 6 - pull the lock to ensure it has securely latched

Pit lane side door access - detailed guide

This door is the main pedestrian access to the building in which our unit is located

The main alarm unit is located beside this door

If you are last to leave the site, it is crucial that you set the alarm and ensure this door is closed and locked from the outside



Lock from the outside

Turn key to the right to lock and check the handle to ensure the door is securely closed and locked



Tap keyfob on the area shown to arm the alarm

A repetitive beep beep beep will sound for 30 seconds to allow time for exit. Any other tone means the alarm is not armed

Main pit lane roller shutter access - detailed guide

This door is the main vehicle access to the building in which our unit is located

You should only open this door to bring your vehicle in and it must be closed immediately after your vehicle is inside

If you are last to leave the site, it is crucial that you check the roller shutter is fully closed



Push once to open the door. It will continue to open until you press the stop button

We recommend you stop the door from opening fully, leaving enough room to clear the height of your vehicle

Push and hold to close the door. The door will stop closing when you release the button

Far end pit lane access - detailed guide

The pedestrian door and roller shutter at the far end of the pitlane (Osmaston Rd end, closest to our unit) can be used if necessary but should be avoided.

Both doors should remain closed at all times and only opened for the duration of entry/exit if used. Both can only be secured from the inside

If you are last to leave the site, it is crucial that you check both doors are closed and locked



Pull up handle to lock the pedestrian door

Push GREEN once to open the door. It will continue to open until you press the stop button

We recommend you stop the door (RED) from opening fully, leaving enough room to clear the height of your vehicle

Push and hold YELLOW to close the door. The door will stop closing when you release the button