

# Albert Park Yacht Club Inc.



## Procedure for Entry and Exit of the club premises:

- To enter main door “pass swipe card once over sensor on right of door” move to door and it should open.
- To open boat shed door you must input a code on the panel in the foyer which is on the left of the door as you look out. The code is displayed on the Lcd screen of the unit next to the input panel for 1 minute after entering building. Press “Start” “00----”. The roller door should open. **Note:** the same procedure may be used to close the roller door. Or alternatively you can press the button on the door control unit inside shed to right of door about 2 metres above floor, and exit smartly.
- To open manual roller door on other shed you must use the key, hanging on hook in the foyer, to undo padlocked chain. This key will also open outside storage yard.
- To lock the club and arm the security, all boatshed roller doors **must** be down.
- Then you must pass your card over the door sensor “3” times, approx 1 second intervals, you should hear a sharp knock which is the magnetic lock engaging.
- If alarm sounds while locking main door, you probably have not closed roller doors properly. The alarm monitoring company will contact us if alarm is set off and we will get a bill.

Always keep your swipe card on your person as main door will lock after a short time, however the system will not be armed, hence the necessity to swipe sensor 3 times when you finally leave.

If you are sailing and the club is unattended please lock all doors, if others are about communicate with them and agree who will lock up.

**Note:** the premises are covered by CCTV which is monitored remotely.

Any problems phone Chris on 0411 741 417, he is usually able to find a solution.