



NORTHERN IRELAND SCIENCE PARK

KEY REQUEST POLICY 2014

ACCESS CARDS AND KEYS

In order to ensure security Northern Ireland Science Park operates a strict management process for access cards, keys and alarm fobs. Tenants are not permitted to source alternate provision other than directly from the Northern Ireland Science Park,

Key Provision and Request

Northern Ireland Science Park will issue 2 keys per 200m² (2000sq.ft) that each tenant occupies, any additional keys requested will be charged at £10 per key.

Northern Ireland Science Park will not be held responsible for any lost, stolen or damaged keys.

Where keys are not returned at end of tenancy NISP will be left with no alternative but to replace the lock and levy a cost against the occupier.

Alarm Fob Provision and Request

Northern Ireland Science Park will issue 2 alarm fobs per 200m² (2000sq.ft) that each tenant occupies, any additional requested fobs will be charged at £10 per fob.

Northern Ireland Science Park will not be held responsible for any lost, stolen or damaged alarm fobs.

Access Card Provision and Request

Northern Ireland Science Park will issue 1 access card for each 10m² in which a tenant company occupies. For example if a tenant occupies 200m² (2000sq.ft) then they would be issued with 20 access cards. When tenant companies have requested their allocated number of cards then the NISP will levy a charge for each additional card at a cost of £10 per card.

If an access card is lost or a replacement card requested then there is a charge of £10 per card.

The Northern Ireland Science Park will not be held responsible for any lost, stolen or damaged access cards.

Where there is a change of staff please advise NISP so name is changed on system even if card is passed from an existing member of staff to the new member



Request for Keys/Access Cards/Alarm Fobs

TO BE COMPLETED BY REQUESTER:

Tick as appropriate:

- | | |
|---------------------------------------|----------------|
| <input type="checkbox"/> Keys | Quantity |
| <input type="checkbox"/> Access Cards | Quantity |
| <input type="checkbox"/> Alarm Fobs | Quantity |

Details of Unit/Doors to be accessed:

Reason for Issue:

(a) New Staff (b) Replacement Staff (c) Lost/Damaged (d) Faulty

Name(s) of Person requesting:

Company:

Manager Name: Managers Signature:

Date:

TO BE COMPLETED BY NISP:

NISP Reception Signature:

NISP Authorisation Signature:

Date: ...

Notes: (Key Ref/Card Ref) ...

TO BE COMPLETED BY RECEIVER:

Received By (Signature):

Date:

IF APPLICABLE (RECHARGING):

..... Nr items to be charged at £10 per Card/Fob/Key – Total £.....

