

Property Address:

Wellington Place, Leeds, LS1 4AP

Social Distance Measures

Access/Exit	Lifts	Stairways
<ul style="list-style-type: none"> Separate access and exit routes have been implemented. You will need to access the building and exit using different stairwells. Access and exits will be clearly signposted. 	<ul style="list-style-type: none"> Lift use is restricted to one occupier per lift. Lifts no longer in operation will be clearly signposted. This is to ensure the observation of the 2 metre social distancing guideline. Lift waiting areas will be clearly marked. 	<ul style="list-style-type: none"> A stairwell is dedicated to your journey up through the building And a stairwell is dedicated to your journey down through the building. You are encouraged to use stairwells rather than lifts where you can. Please avoid using the bannister if possible. If you do, please wash your hands.
Changing Rooms	WC's	Cycle Facilities
<ul style="list-style-type: none"> Changing rooms will be restricted to 2 occupiers at any one time. We will provide guidance on 2 metre distances in these rooms. Please note in building 1 showers are restricted to one person only. 	<ul style="list-style-type: none"> Toilets will be restricted to 2 occupiers at any one time. Some wash basins and hand dryers will be switched off to encourage 2 metre social distancing. We encourage all users to use only those washroom facilities on your office floor. 	<ul style="list-style-type: none"> Unfortunately the Wellington Place hire bikes will not be available for the time being. We are currently working with the scheme provider to reinstate the facility under the Covid-19 guidance as soon as this is possible. As a temporary measure we will prioritise those who choose to cycle to Wellington Place who will be permitted to park in the basement car parks (where applicable) of the building that you work in and in a location designated by the building management team.
Cleaning	Front of House	Contractors/Visitors to Site
<ul style="list-style-type: none"> We will be cleaning all buildings throughout the day. As before the lockdown, you should report any instance or suspected instance of Covid-19 infection to us and arrange to deep clean your space. We will deep clean shared areas. 	<ul style="list-style-type: none"> Screens have been installed on all reception desks. Please observe a 2 metre distance from a member of the Front of House team. We continue to ask for your support in following the direction and guidance issued by our Front of House team. 	<ul style="list-style-type: none"> We will continue to support signing-in procedures where customers ask us to do so. However, please ask your own visitors to bring their own pens for the purpose of signing the visitor books or for issuing of lanyards. Contractors must make contact with the Building Manager before starting any work.

Any Other Information

- Please follow all signs and advice.
- Please remember to social distance at 2 metres.
- Please contact you Building Manager: Phil Clifford **07917563765** / Phil.Clifford@cbre.com

or

Jim Harris **07816902925** / Jim.Harris@cbre.com