

- **Air Conditioning**

Your office suite is fully air conditioned and each unit is equipped with its own control. We recommend a temperature of 22°C all year round. We would be grateful if you could help us to conserve energy by switching off the unit if you open your windows.

- **Car Parking**

Bourne House (Whyteleafe):

There are no allocated spaces, however, you must display a permit on your windscreen at all times, a set number of permits are allocated per office. Permission must be gained to park overnight.

Southbridge House, Rathbone House and Rathbone Square (Croydon):

Car Parking Spaces are limited and each space is allocated to a particular office. Parking Permits are available from the council to park in the streets adjacent to the Centres. Please ask Reception for further information.

- **Cleaning**

Your office suite will be cleaned after every working day. Our cleaners endeavour to maintain a high standard, please help them by leaving work services clear of papers and unnecessary clutter. Do ring Reception if you have any special requests or comments.

- **Deposits**

Before occupation up to two months' Licence Fee is payable. Deposits are repayable less any outstanding accounts, after departure.

- **Emergencies**

Please only use this number for a real emergency: Mike Williams/Elliott Bonnell/David Ryley 01883 621112

- **Fire Exits**

Fire exits are clearly marked, please ensure that you, your colleagues and any visitors know their location. Please refer to your Fire Action Plan located in your office for a location map and the instructions.

- **Incentives...£££**

We would be delighted to credit your account with 1 month's Licence Fee charge if you successfully introduce a friend to any of our offices. Call Reception for further details.

- **Insurance**

We insure the buildings and our property; you must arrange insurance for all your own equipment. We can put you in touch with Dexter House Limited's broker to help you arrange appropriate cover. Please call Reception for further details. Please note: Microwaves, toasters or any other fire hazardous items are not allowed within our offices. These facilities are provided within the café area.

- **Disaster Recovery**

In the event of the building not being able to operate Dexter House Limited apply the following:

- All customer telephone calls at either Centres will be forwarded to a telephone switchboard located at an alternative location.
- We will endeavour to relocate as many Customers as possible within available offices at our other local Business Centre.
- Any Customers that we cannot accommodate, we will make every effort to relocate them within one of the British Business Centres Associate local Centres.

- **Payments**

Quarterly charges are due no later than the first day of the relevant period. Charges for Services are due within 7 days of the invoice being presented.

- **Pets**

No pets allowed within the Centres.

- **Phone Instructions**

Please refer to the Telephone guide available at www.dexterservicedoffices.co.uk/customers/

- **Post**

Please give any post to Reception by 3:30pm for posting that day.

- **Prices**

Please refer to the current Licence Fees available at www.dexterservicedoffices.co.uk

- **Property Maintenance**

If you experience any problems with your office suite, please ring a member of the facilities team, Mike Williams/Elliott Bonnell/David Ryley on 01883 621112.

- **Reception & Switchboard**

Our switchboard and Reception are open from 9am-5pm, Monday to Friday. Fax, copying/ typing, postage and conference room service are available please ask for further details.

- **Security**

Please ensure you lock your office when it is unoccupied. If you use the night entrance, make sure that the door and gate are firmly closed behind you. All of your employees based within the Centres must have an access card. Please report lost or misplaced cards and keys immediately to Reception.

- **Showers**

Full shower facilities are available in the first-floor cloakrooms at Bourne House. Shower facilities are also available in Rathbone Square car park. Complimentary towels are supplied.

- **Smoking**

We operate a no smoking, including e cigarettes in our buildings; however, there are designated places for smoking externally, please DO NOT smoke in front of any of the buildings.

- **Storage Areas**

Self-contained storage areas are available; please call Reception to check availability.

- **Refreshments**

Available within the café area 24 hours a day. Complimentary tea and coffee is available all day. Complimentary toast and cereal are available between 8:30-10:30am each day and biscuits between 3:00-3:30pm each day.