

District Store Access Procedure – May 2018

The District Store is kindly hosted by: **Ferguson's Transport**, Removals and Storage Service. It is located at Cramlington, Northumberland Business Park West. NE23 7RH, see map below: [Ferguson's Transport is just beyond "Croft Referrals"]



The Storage Unit is available 24/7 & 365 days per. year. It is **not staffed** all the time and is camera monitored for security. We suggest that you take this information sheet with you when you enter the building.

Access Procedure.

For every access door or padlock the access code is 0000 (The correct access code can be obtained by contacting Colin Watson (Rotary Blyth ~ Mob No: 07962 027206 or Keith Peacock Rotary Washington ~ Mob No: 077200466440). The code has been removed here as the website could be opened by the General Public).

Note: For security purposes all of the gates and doors have a timed opening period and will close automatically.

1. The entry point to the compound is the gate facing you as you drive into the car park. There is a KEYPAD to the right of the gate. To open the gate enter the code *0000# (**note * & #**).
2. You can drive into the compound and reverse to one of the two large up & over doors on your left. There is another KEYPAD between the doors, enter the code again *0000# and one of them will open.
3. Inside there is another double door facing with another KEYPAD on the right – enter the code above *0000# again. *You need to enter your code above even if this door is open otherwise an alarm may sound.* Inside this door there are trolleys and handcarts which you can use if necessary.
4. Obtain your handcart and take it to the lift facing you. KEYPAD is to the right of the lift doors. Enter your code above *0000# and the lift becomes available ie unlocked. Press the lift button to call the lift. Enter the lift and press the lift button for **Level 3**.
5. On exiting the lift landing area turn left and go down to towards the end of the corridor [towards store TK13]. Then turn Left, cross over another corridor, and Look for our **Storage Unit TK5** on your right. The padlock code is **0000**. [Having dialled the code, it will not spring open until the padlock "U" bar has been pushed in and then released. It then springs open.]
If you are removing or returning materials please enter your details in the log book within the unit. [The date is required and it is advisable to bring a pen!!!!]
Please leave the Store tidy when leaving.
6. To lock the unit replace the padlock and turn some of the numbers otherwise it will not lock.
[Please close the padlock so that "Move N Store" is visible; the padlock code numbers will then be the right way up for the next Rotarian!!!]
7. Return to the lift and press **Level G**.
To find the lift, on leaving our **Storage Unit TK5**, turn left, then cross over one corridor **before** turning right [at Store TK13]. Proceed away from Store TK13. The lift landing area is on the right. Press the Lift button to call the Lift.
Take your handcart with you, down to Level G.
Park your handcart and go through the double doors above.
8. To open the up & over doors look for the **Green Button** on the left. Press this and a door will open.
9. To leave the compound drive to the gate and on the KEYPAD on the right enter the code *0000#.

Note 1: There are several Entrance / Exit doors at the Front of the building. Entrance and Exit procedures are the same for each, but once inside, please note that the Lift is located near to the Front Office.

Note 2: There is a Toilet on the Ground Floor adjacent to the Front Office, which may be available on request at the office.

Promotional Material at the store

It is now easy for you to collect promotional material for your club's events. There are outdoor banners for every type of event, pull ups and promotional counters to promote an indoor event your club maybe organising. All this equipment is free for use, sign on removal and after your event return and sign again

Hand Trolley for transporting items
10m Extension Cable Microphone Stand.

2 x White Boards RI ~ Humanity in Motion Large
Pull Up Gazebo with Walls and banner. Tension Fabric Display End Polio Now Display Board ~ Large Vertical Display Unit ~
Discover Rotary ~ Wide & Heavy Pull Ups
Discover Rotary Versions 1 & 2
Rotary Effect Version 3

Communities

2 x End Polio Now 2 x Promotional Kiosks
1 x Horizontal Banner with Ground Pegs
4 x Blue Banners, 2.5m x 1m ~ EG Join Rotary
1 Large Rotary Wheel and 2 small Various Flags 2 Feather (Surf) Flags
1 Box of current Rotary Leaflets
1 x Portable PA System
2 x Bells and Gavel (No markings)
1 x Lectern ~ Used, plaque can be removed