

REPORT



Report number: KG-DOC101104
Report date: 29th June 2021

From

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To: Mr Eric Benjamin, 39 Brunswick Hill, Reading, RG1 7YU

Premises Address: 39 Brunswick Hill, Reading, RG1 7YU

Reference: n/a

Access Control Strategy Report

Introduction

This report shall focus the access control strategy for the premises outlined above.

Access Control Strategy:

The purpose of the access control strategy is to ensure the following specifics are met:

- a) Ease of access into the building for visitors and occupants accessing the building.
- b) In an event of a fire, occupants within the premises have a safe passage out of the building.
- c) Security of the premises is maintained for its occupants and contents.

a) Ease of access into the building for visitors and occupants accessing the building.

- This shall be achieved via an intercom system located at the entrance of the building – outside next to the front door.
- Each individual dwelling shall have an intercom phone point – which shall enable its occupants to verbally communicate via microphone and speaker with the front door intercom panel upon calling (where the intercom panel is going to be located).
- Each individual dwelling shall have its own call button within the main intercom panel - located at the main entrance. This shall be for the purpose of visitors / anonymous callers.
- Each intercom phone point shall incorporate a function which enables the front door to be released/unlocked – should the occupant wish to grant entry/access to the caller at the main entrance door. This shall be done via an electronic strike lock system. This shall be for the purpose of visitors / anonymous callers.

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- Access to the building for its living occupants shall be carried out via a conventional key entry access.
- Exiting the premises shall be carried out via a thumb turn lock mechanism in conjunction with the conventional key entry access.
- All fire exits where possible / permitted shall ensure safe exit strategy via a workable method of exit i.e. thumb turn lock.

b) In an event of a fire, occupants within the premises have a safe passage out of the building.

- In the event of a fire - exiting the premises shall be carried out via a thumb turn lock mechanism at the main entrance.
- All fire exits where possible / permitted shall ensure safe exit strategy via a workable method of exit i.e., thumb turn lock.

c) Security of the premises is maintained for its occupants and contents.

- The main entrance door of the premises shall remain locked and secured at all times. Via a standard surface lock mechanism, dependent on door design and structure.
- The lock mechanism shall be installed in conjunction with the door entry strike lock mechanism.
- Accessing the property shall be done through the following methods.
 - Occupant granted access via the intercom phone point in each dwelling – which releases the strike lock mechanism.
 - Access via the conventional key entry access.
 - Exit via thumb and lock mechanism.

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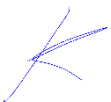
Conclusion

As a whole the system to be put in place does not require any further complication other than the above specified methods.

Should any further changes be made departing from this report's specifics, shall be done as extra precautionary measures or for the purpose of adding further functionality of the setup.

REPORT Written by: _____ **KULDEEP GEHLOT** (Managing Director) _____

(PRINT NAME ABOVE – IN BLOCK CAPITALS)

REPORT Signed: _____  (Digitally Signed) _____