

Skypark.

Goods movement procedure

The purpose of this procedure is to protect all site common areas from damage.

The controller of this document is the shift Site Security Supervisor.

Step 1

Receive information regarding removal / delivery from Centre Management

Tenant Name:

Suite No:

Contact Name & No.:

Step 2

Confirm details with removal / delivery point of contact

Contractor Name:

Address:

Telephone No:

Step 3

Ensure route of removal / delivery has floor protection (should the removal / delivery company not have enough or no floor protection, then the site mats are to be used)

Number of site mats issued

Number of site mats received

Contractors equipment used

Step 4

Note and agree any damage prior to removal / delivery below, this should follow the agreed route

Security Supervisor name / Signature

Point of contact name / Signature

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Step 5

If lift is being used explain lift keying off procedures to removal / delivery contact, ensuring that the lift doors MUST not be physically held open or the lift will lock out.

Step 6

Monitor removal / delivery every 30 minutes to ensure :

- That the agreed route has not been compromised
- No materials are being stored on unprotected areas
- Access / egress for building users is not compromised

Step 7

On completion of removal / delivery ensure :

- lift key has been returned, if issued
- mats have been returned, if issued
- walk the route of removal / delivery to ensure that no damage has occurred to floors / walls / lifts / carpets and all areas have been left in a tidy condition

If any damage has occurred, please note below :

| | |
|---------------|------|
| Security Sign | Date |
|---------------|------|

| | |
|------------------|------|
| Contactator Sign | Date |
|------------------|------|

Note: THIS FORM SHOULD BE USED IN ALL INSTANCES OF CONTROLLED REMOVAL / DELIVERIES. THIS DOCUMENT ALSO APPLIES TO THE EMERGENCY STAIR CASES.

On completion of this form, please return to Skypark Centre Management Management Suite, Ground Floor, 8 Elliot Place, Glasgow G3 8EP.
