

Clubhouse Access & Security

Revised 21/11/2015

To gain access to the Warrandyte Sports Club you will need a key and an alarm code

Keys:

If you are authorised to be a user of the Warrandyte Sports Club Clubhouse you will have been given a lockbox key code. The keys to the building are in the lockboxes.

Key codes can only be obtained from one of the following Member Club Representatives or the Sports Club Manager.

WFC – Jeff Evans

WCC – Steve Pascoe

WNC – Meaghan Cross

WJFC – Peter O'Reilly

The key code you have been given will relate to one of the following lock boxes. You need to know which lock box you have been given the code to:

1. The Front Door Lock Box – Located directly to the right of the Southern Entrance (front door). **It *should not* be confused with the lockbox on the left of the front door, which is an Emergency Access lock box.**
2. The Kitchen Door Lock Box – Located is directly to the left of the Northern Entrance (netball court side). This key will only give you access to the kitchen.
3. The Netball Club Lock Box – This is in the corner beside the Netball Club store room, on the northern side. This key will only give you access to the Netball Club's Change Room/Multi-purpose Area.
4. Warrandyte Cricket Club Lock Box – Located lower level at the Northern (WCC) Store Room.
5. Warrandyte Football Club Lock Box - Located lower level at the Middle (WFC) Store Room.

6. Warrandyte Junior Football Club Lock Box - Located lower level at the Southern (WJFC) Store Room.

The Alarm System:

Using the alarm system is fairly easy. If you are uncertain or have any problems please call your Sports Club Representative (see above) or David Dyason 0418 322 548, one of who can meet you there and show you through the system.

The security system is split into two areas – upstairs and downstairs. They are independently switched on and off.

Downstairs Access

1. To access any part of downstairs (including the store rooms), you need to switch off the alarm at the Security Key Pad which is located just inside the door of the most Southerly Change Room (the Away room). There is a key for the room in your WFC, WCC and WJFC lock box.
2. The downstairs alarm can be switched off by keying in “Off” and then your 4 digit lockbox code. No additional keying is required. You have 30 seconds to complete the key sequence.
3. If, in the future, the lockbox code is changed, so too will your access code.
4. If you are locking up you will need to reset the alarm. Touch the panel to wake it up, then press “Away”. You have 60 seconds to leave the building.

Upstairs Access

To access any part of upstairs (including the netball store room, change room and kitchen), you need to access one of the two upstairs Security Key Pads.

1. General Access
 - a. The Southern (Front) Door key is kept in the Front Door Lockbox.
 - b. Access the building through the front door. The key pad is directly inside the door to your left.
 - c. The alarm can be switched off as follows:
 - i. Wake up the pad by touching it.
 - ii. Key in “Off” and then the 4 digit lockbox code. You can also use your Club Lockbox code. No additional keying is required. You have 30 seconds to complete the key sequence.
 - d. If, in the future, the lockbox code is changed, so too will your access code.
 - e. If you are locking up you will need to reset the alarm. Touch the panel to wake it up, then press “Away”. You have 60 seconds to leave the building.
2. Kitchen Access:
 - a. The kitchen key is kept in the Northern (Bar or Netball Canteen) Lockbox.
 - b. Access the kitchen through the rear kitchen door. The key pad is directly inside the door to your right.

- c. The alarm can be switched off as follows:
 - i. Wake up the pad by touching it.
 - ii. Key in “Off” and then the 4 digit lockbox code. You can also use your Club Lockbox code. No additional keying is required. You have 30 seconds to complete the key sequence.
 - d. If, in the future, the lockbox code is changed, so too will your access code.
 - e. If you are locking up you will need to reset the alarm. Touch the panel to wake it up, then press “Away”. You have 60 seconds to leave the building.
3. Netball Change Room/Multi-purpose Room Door Access:
- a. The Netball Change Room key is kept in the Netball Store Room (north side) Lockbox.
 - b. Access the Netball Change Room/Multi-purpose Room and then make your way to Entrance Lobby at the Southern (front) Entrance. The key pad is directly inside the front door to your right.
 - c. The alarm can be switched off as follows:
 - i. Wake up the pad by touching it.
 - ii. Key in “Off” and then the 4 digit lockbox code. You can also use your Club Lockbox code. No additional keying is required. You have 60 seconds to complete the walk and the key sequence.
 - d. If, in the future, the lockbox code is changed, so too will your access code.
 - e. If you are locking up you will need to reset the alarm. Touch the panel to wake it up, then press “Away”. You have 60 seconds to leave the building.