

Electronic keycards and instructions on access

The keycard is personal. It is forbidden to allow anyone else to use your keycard.

You can enter through the entrance doors by showing the keycard to the reader. Outside the general office hours, you are required to enter an additional four-digit pin code. You will be given a pin code after signing for a keycard. You don't need a pin code to move around inside the property. Personnel can use the main, rear and side entrances of the Vega, Capella and Castor buildings. You will also need your keycard to drive in and out of the parking garage.

All locked doors have an alarm system that will switch on after office hours. Open the access-controlled doors by pressing the open button (a small black or green button or handle). Using an emergency handle that is covered by a protective shield or holding a door open (2 minutes) will always set off an alarm. A strong impact directed at an exterior wall or glass can cause an alarm. The employer of the person responsible for a false alarm receives the fine.

- > Notify the reception of a broken emergency handle cover
- > Make sure you close the door behind you
- > The keys must be returned to the reception when a company moves or when an employee terminates their contract. There is a fee of EUR 30 per key for lost and unreturned keys.

Visitors

All visitors are requested to sign in at the reception in the Vega building. The reception personnel will direct the person onwards based on the customer's instructions.

Temporary keys

It is possible to make temporary keycards for a move or for any other of the company's projects. If there is a need for temporary keycards, contact your company's contact person to set it up with the reception.

Problem situations

In case of a problem, please contact the reception service during weekdays from 8 am to 4 pm.

tel. 010 234 3490

aula.polaris@coor.com

Emergency situations

The property maintenance service is on call after office hours from 4 pm to 8 am:

tel. 044 242 5355