

**Guidelines regarding entering NDPC technical (electrical) rooms.**

The NDPC Board decided on Bord Meeting June 2020 to lock and clean all technical (electrical) rooms. Main reason for locking the rooms is to prevent any accident by electrical shock and always keep the rooms tidy and clean, European standard.

- 1) All technical (electrical) rooms in both buildings must always be locked.
- 2) One set key is to be found in security hut.
- 3) Spare keys are to be stored at the Service Provider Office.
- 4) Security staff will open and lock the room after entry by authorised personnel.
- 5) Authorised personnel are the members of the Board, the Management, and Staff.
- 6) Authorised personnel are also workers from service companies, approved by Building Manager.
- 7) Authorised personnel are also personnel or the Co-owner who want to read the Electric Meter.
- 8) The authorised person must show ID and sign in/out in the journal located in security hut. The reason for entering the room must be logged as well.
- 9) Security staff is responsible for checking that the person is not leaving any rubbish behind and locking the door.
- 10) Security staff must not hand over any key to anyone, except members of the Board.
- 11) Security staff must report immediately to the Service Manager if a key is lost.

NDPC Board, May 2021.



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