

ONE WARRINGTON GARDENS

COVID-19 PRECAUTIONS

In line with current guidelines and with the intention of minimising the number of non-residents in the communal parts of the building please be aware of the following procedures:

- Only one visitor will be admitted to the building lobby at any time.
- All visitors must announce themselves at reception and will *not* be given access to the building except in special circumstances.
- All deliveries will be placed in an allocated area in the lobby. Couriers will *not*, in general, be given access to the building. Possible exceptions are large supermarket deliveries, typically on a trolley, or any other heavy or oversized items.
- If you have ordered a takeaway delivery it will only be received after you have been contacted and you must collect the delivery at reception.
- Once a delivery has been received by reception you will be contacted by a member of staff or the courier. If you *do not* wish to be notified when you receive deliveries (except takeaways) please inform the front desk team in advance.
- You may collect your deliveries from the lobby at any time. Otherwise they will be dropped off at your door in the afternoon or evening.
- If you are expecting any oversized (>1m) and/or overweight (>10kg) deliveries you must come to the lobby to meet the courier and assist with the delivery.
- If you are expecting any urgent or unusual deliveries please notify reception in advance.
- If you require any assistance please kindly ask the reception staff who will always try to help when they can.

Thank you for your understanding and cooperation.