

## **SPOOR & FISHER HOUSE RULES SAIPL LECTURES**

We hope that attending lectures at Spoor & Fisher will be a pleasant experience for all. To this end we have put together some information below, which may be of assistance to students and lecturers.

### **Parking**

We have ample free parking for all. The parking will be signposted, but for ease of reference it will be to the right hand side of the reception area i.e. if one is looking at reception.

### **Entrance**

Each attendee will be given a badge which will identify them as people who are attending the SAIPL lectures these should be worn every day. Entrance to the office will be through reception where people will be met by a Spoor & Fisher representative who will direct them to the lecture rooms. At the end of the day the same representative will assist in escorting people out of the building via reception.

### **Movement within the building**

We will require two volunteers each day to be in possession of an access card, which will allow people to go into the canteen and outside to the patio area.

- One Volunteer will be in charge of the smoker's card – this means that this person takes responsibility for allowing smokers to exit through the canteen to the smoker's area.
- One volunteer will be in charge of the lunch card – this means that this person takes responsibility for those people who require to go into the canteen for lunch at 12:00 daily.

Each lecturer will be given an access card programmed for the canteen and together with the two other volunteers should open the canteen door for people at 12H00 for lunch.

Should people wish to leave the building at 12:00 our representative will be there to let them out through reception.

### **Lunch**

Our canteen will serve lunch between 12h00 – 13h00. Please note, that the cost thereof will be for the students own account. It would be advisable for people to order their lunch before 12h00. A menu will be posted in the lecture room for ease of reference and there will be a cordoned off area for people to eat their lunch.

There is also a private restaurant, which people are welcome to use, it is situated directly across from our canteen. A menu will also be posted in the lecture room and food can be ordered in the restaurant.

### **Coffee, Tea & Water**

Coffee, tea and water will be available in the lecture room.

### **First Aid**

Should anyone require the services of first aid Samantha Shaw is the contact person on Ext 1132.

### **Fire Alarm**

Rudzani Musenwa is the fire marshal for the lecture room/canteen floor and he will ensure the evacuation of these areas should there be a fire alarm or any kind of emergency.