

20 January 2017

## Correct use of access cards and tags

Over recent days, there have been a number of unauthorised persons that have been provided access to Floors that currently have lift access restrictions in place. Those persons who have been reported as unauthorised to CCL have ranged from clients and visitors to couriers, and appear to have been unfamiliar with the access arrangements in Wentworth & Selborne and Lockhart Chambers.

Please remember, your access card or tag is to be used only to provide access for yourself, or for those persons that you are confident are Members of a Floor in the building. Providing access to any other person is a breach of our security policy. Persons requiring access may be directed to Level 1 Selborne, CCL staff can then point them in the right direction.

If you have any questions, please contact our Maintenance Staff here on Level 1.

Kind regards,

**Debbie George**  
General Manager



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