



WellSpring  
CENTRE

## KEYSAFE INSTRUCTIONS FOR ACCESS TO WELLSRING

People who hire the WellSpring facilities or require regular access to the premises, are able to access a key to open the main WellSpring door on Y Street.

The key is locked in a keysafe, which can only be opened with a security code.

The current code can be requested from the WellSpring office on (03) 9885 0277 or by email to [info@wellspringcentre.org.au](mailto:info@wellspringcentre.org.au)

As we keep a register of everyone who has the current code, we request that you please do not give out details of this code to anyone else without prior permission.

### ACCESSING THE KEYSAFE



#### STEP ONE:

Locate the keysafe, which is on the wall directly outside the WellSpring door at 10 Y Street Ashburton (the single door to the right of the double doors).



#### STEP TWO:

Push down the black button at the bottom to clear the keysafe of any previously entered numbers.



### STEP THREE:

Enter the 5-digit code by pushing the relevant numbers, one after the other.

If you make a mistake, return to Step Two to begin again.



### STEP FOUR:

Once you have entered the five numbers, push down and hold the black button at the top to open the keysafe.



### STEP FIVE:

Remove the front section of the keysafe, which contains the key.

**IMPORTANT:** Please do not remove the key from the hook inside the keysafe. Rather, take the **whole front** of the keysafe with you into the building, and replace it when you lock up and leave.

**Please read on for more information about how to return the key to the keysafe upon leaving the premises.**

## RETURNING THE KEY AND LOCKING UP

### REMEMBER: Openers are closers!

Those who unlock doors are responsible for ensuring all doors and windows are locked before leaving.



#### STEP ONE:

Hold the keysafe device in one hand and use the other hand to push down the black button at the bottom to clear the keysafe (as you did in step 2 above).

Then enter the 5-digit code, **before** you try to place the keysafe back in its holder on the wall.



#### STEP TWO:

Push down and hold the black button at the top, to wedge the keysafe back into its holder.



#### STEP THREE:

Push the keysafe into its holder to lock it. Please ensure the keysafe is safely secured to the wall, with the key safely latched inside, before leaving.