



The Mansion

Welcome to The Mansion, we hope that the following information will be of use.

Building Access

Front Doors

- Mon-Fri - Park Security will un-lock these doors at 0600 and lock-up at 1900.
- Out of Hours, Weekends and Bank Holidays – The Mansion will only be unlocked on these days if requested. Upon arrival, please sign the out of hours register held at Security Control, in The Nucleus, and sign out on departure.
- Key Pad Access – the codes for the key pads doors will be issued on arrival and changed as required.

Keys

- An agreed number of keys for the Suite and Kitchen cupboards will be allocated on arrival. Replacement or additional keys can be arranged at a cost of £15 each.

Fire Procedures

- The fire alarm is a continuous bell sound.
- In the event of a Fire, Security will call the Fire Brigade – there is a Fire Alarm link from The Mansion to the Security Control Room.
- Please familiarise yourself with the nearest fire exit route and break glass points.
- There are two Fire Assembly Points – one at the front of The Mansion and one in the rear Car Park.
- The Fire Alarm is tested each Monday at 1000.
- If you hear the Fire Alarm at any other time, the building should be vacated and not re-entered until told that it is safe to do so.
- Fire Risk Assessment – each Tenant is responsible for conducting a Fire Risk Assessment and associated Training. A copy of The Mansion Fire Risk Assessment is available on request.

Cleaning

Common Area Cleaning is conducted each day, Mon – Fri, usually from 0900 – 1130. Additional Suite Cleaning can be arranged at an additional cost.

Car Parking

Please use the spaces allocated, the spaces are marked with the Suite Number. There are six visitor parking spaces located at the front of the Mansion.

Registration of Vehicle/s on Security Access System – please complete the ANPR Form, attached

Royal Mail – Deliveries

All mail is delivered to the Security Control Room, where it is sorted pending delivery to each Suite. If the Suite is un-occupied the post *can* be delivered to a designated point within the suite.

Royal Mail – Collections

There is a post box outside The Nucleus, collections are Mon – Fri at 4 pm.

Deliveries

If you are expecting a courier delivery OR a large delivery, please let the Gatehouse know in advance. Should a delivery arrive when a Suite is un-occupied, Security will sign for the item and deliver it into the Suite later that day

Visitors

All visitors should be pre-registered with Security. Visitors who are not pre-registered will be asked to wait at the Gatehouse until authorisation is obtained from the Suite representative.

The Gatehouse

The Gatehouse is manned from 0730 – 1700, please see contact details.

Emergency Contacts

In an emergency please contact Security on 01799 532250.

The Nucleus

The facilities at The Nucleus are available to all Park Tenants on a pay as used basis.

Fault Reporting

Please report any building faults or problems to Security OR the Park Manager.

Postal Address

The Mansion
Chesterford Research Park
Little Chesterford
Essex, CB10 1XL

Mansion Tenants & Contact Numbers**Suite Occupiers**

Suite 3	CellCentric	01799 531130
Suite 4	Pulse Scientific	01799 531110
Suite 7b	Biotica	01799532936
Suite 9	Cambridge Healthcare & Biotech	01799 530009
Suite 10	Medivir	01799 532100
Suite 11	SG Hambros	01799 533600
Suite 12	Glassworks	08452 002835