

RULES / REGULATIONS
FOR LICENSEES IN LISBURN ENTERPRISE CENTRE
Updated April 2007

- o One way traffic system throughout centre
- o Five mile per hour speed limit
- o Abuse of intoxicants on site is forbidden
- o Licensees are required to undertake a risk assessment of their business operations and premises annually
- o Area around units to be kept free of clutter, rubbish to be removed daily.
- o Items to be disposed of should be placed in the compactor – not adjacent to it. If in the event of the compactor being full, licensees are requested to hold onto the rubbish until such a time as the skip has been emptied. This is particularly the case with heavy items that should not be left at the side of the compactor.
- o A £1,000 fine will be enforced by McQuillan Skip Hire for the illegal dumping of florescent tubes or electrical equipment, batteries containing lead, nickel cadium or mercury, metals, TV sets or computer monitors in the compactor.
- o Licensees cannot get additional keys to their unit cut independently, instead requests for additional keys must go through reception
- o Licensees should safeguard any pin numbers (for 24 hour site access) they have within their possession and protect against misuse
- o Licensees should have respect for all common areas / facilities
- o Licensees are reminded that units do not have designated carparking spaces. Consideration should be taken in parking not to obstruct another's unit.
- o Licensees are not allowed to store timber pallets or flammable goods outside units.
- o Licensees are advised of the responsibility to ensure that their units are free from fire hazards such as inappropriate storage of flammable liquids, incorrect use of heating, hazardous or unfit working conditions etc...
- o All animals must be kept fully under control at all times within Enterprise Centre.
- o To assist emergency evacuation, thumb turn and other locks on external doors must be kept in the open position whilst there are people in the unit.
- o Licensees must ensure their public liability insurance provides cover for non-gradual pollution.
- o Licensees are reminded that all waste disposed of in the compactor should be of a compactable nature. No pallets should be disposed of in this way.
- o Licensees are reminded of their responsibility to undertake Portable Appliance Testing on an annual basis.

o Licensees are reminded of the danger of smoking in enclosed areas and particularly in units where flammable liquids may be stored and are advised that the ban on smoking in the workplace comes into effect on 30 April 2007.

o As part of the Licence Fee LEO will provide Mail handling Services and will provide a facility to hold incoming deliveries of suitable size parcels for Licencees. While LEO will use reasonable care in dealing with Mail and Parcels (whether left for outward dispatch or when delivered to LEO reception) Licencees availing of such service do so accepting that risk to the mail and/or parcels is the responsibility of Licencees and not the responsibility of LEO. Licencees should make alternative arrangements for direct dispatch or receipt of mail or deliveries if unwilling to accept the liability limitation in respect of this service.

Licensees are reminded that these rules/services are subject to alteration at any time at the -discretion of the Company. An up to date list of rules/services is maintained at all times at Reception.