

Bisley WI Village Hall – Opening the Key Box

1. Stand with your back to the Defibrillator. Opposite you are 2 metal posts that support the porch roof. On the right-hand post you will see the key box.



2. Open the weather cover at the top of the box and use the number dials to enter the keycode.



3. Pull the key box door towards you to open. Remove the key to the Hall and close the key box door to protect the locking mechanism from the weather.



Closing the Key Box

Put the Hall key back into the key tray.

Close the door and lock it by setting the number dials to a random number.

Pull gently on the key box door to see if it will open. If it does not open the key box is secure.

Close the weather cover at the top of the box.