



Visitor Checklist



Office

- Ask visitor to sign in
- Ask visitor who they are meeting with
- Ask visitor to sit in seating area

Office

- Contact member of staff
- If office staff collect visitor, issue visitor badge
- Highlight CP info on back of badge

Staff

- Collect visitor badge from office
- Collect visitor from reception
- Issue badge to visitor and highlight CP info on back of badge

Visitors

- Visitors must wear badge at all times when in the building
- Visitors must return badge to office
- Visitors must sign in and out of building