

WELCOME TO ATRIA EDINBURGH

On behalf of the Landlord and Savills, we would like to welcome you to Atria Edinburgh. The Building Management Team is committed to delivering a high quality service. We are proud to offer a service that not only meets your needs, but also continually aims to exceed your expectations. We would like to provide you with some quick and useful information on Atria Edinburgh and the local area.

Craig Chalmers
Building Manager



savills

Welcome to Atria Edinburgh

Useful Contacts

Building Manager
Tel : 0131 229 0311
Mobile : 07970 772 942
E-mail: manager@atriabuilding.co.uk

Assistant Building Manager
Tel: 0131 229 0297
Mobile: 07855 088 550
E-mail: assistant@atriabuilding.co.uk

Front of House Supervisor
Tel: 01312290281
Mobile: 07866 178 341
E-mail: atriafoh@atriabuilding.co.uk

Security Team
Tel: 0131 370 0403
Security Supervisor
Mobile: 07760 993 545
Email: securityteam@atriabuilding.co.uk

FOH Team
Tel: 0131 229 0281
Email:
morrisonstreet@atriabuilding.co.uk

About Atria Edinburgh

Atria Edinburgh is a prime development that will define quality in Edinburgh's financial district. Created by The City of Edinburgh Council, the development provides 190,000 sq. ft of Grade A office accommodation and 4,000 sq. ft of prime retail space

Facilities

WCs, showers, lifts & stairwells are located on each floor.

Bicycle spaces and showers are located in the lower ground floor, accessible from the service entrance, stairwell and lift that occupiers are permitted to use.

Access

Access may be gained to Atria One by using either the main reception on Morrison Street or by the second reception on Conference Square. There is also swipe card access via the Loading Bay at Level 0-2, with security fob access to the two car lifts.

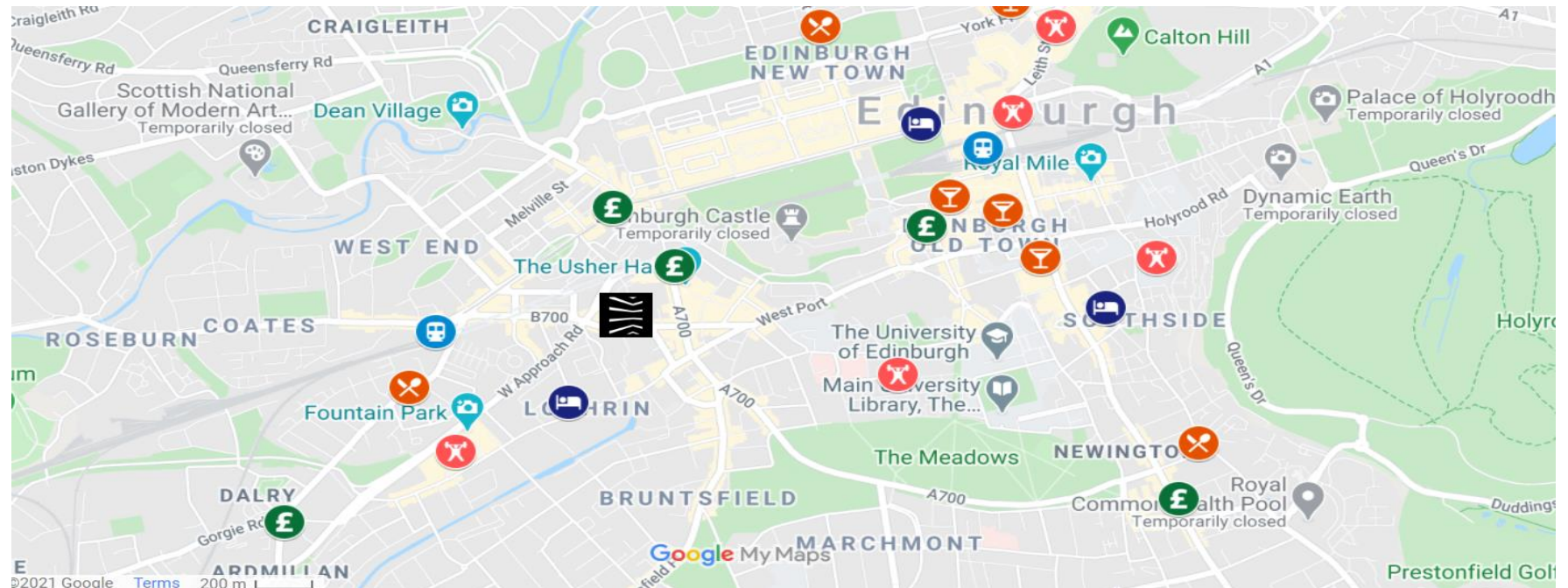
The reception main desk is manned from 07:00 until 18:00 Monday to Friday. Outside these times an access control system is in operation to provide access for Occupiers 24 hours per day, 7 days per week.

Location

Atria Edinburgh is located in the heart of Edinburgh's financial district. It is easily accessible with all amenities and dedicated transport links in its doorstep.

Locale Portal & Help Desk

For further information on the local area and property management tools such as the helpdesk, please go to <http://atriaedinburghportal.com/register> online.



Fire Safety

The fire alarm system is tested every Tuesday Morning between 08.00 am - 09:00 am.

In the event of fire and the alarm being activated, the monitoring centre will automatically call the Fire Service to attend as will the building security.

In the event that a full evacuation occurs at any time, you should make your way to the evacuation assembly point and await further instruction.

The assembly point is located at Conference Square or Festival Square when CS is out of use. Please familiarise yourself with your nearest fire evacuation exits within the building and pay close attention to instructions issued by your appointed Fire Warden.

Fire Instructions

If you discover a fire:

- Immediately operate the nearest alarm call point
- Leave the building by the nearest available exit

On hearing the alarm:

- Evacuate the building by the nearest available exit
- DO NOT USE THE LIFTS
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- Go immediately to your assembly area and report to your fire warden (ensure your company name is visible at the

assembly area)

- DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR SIGNAL IS GIVEN

Fire Evacuation Assembly Points:

- Conference Square
- Festival Square (If conference square is obstructed)

Fire Instructions during a pandemic

Evacuate and disperse to a nearby safe location. Avoid group gatherings.

Fire wardens should use the Atria WhatsApp group to confirm safe evacuation and wait for further instructions from the Atria fire marshal.

