

Mount Martha House Community Centre – key safe instructions

To open the key safe:

The 4-digit code will be provided to you on receipt of all required documents and your full payment.

1. Pull down the plastic cover to reveal the numbers.
2. Enter the code working from left to right. Once inputted, pull down the black button to the left of the numbers. The unit will open from the top.



3. Access the key and close the unit. (Remember to rotate the numbers randomly to ensure it is not left on the entry code). Return plastic cover to the original position.

On departure:

Please return the key to the key safe at the end of your booking following the above directions to ensure it is available for the next hirers use. Please place the key at the bottom of the unit carefully and do not force the door shut.

If you are having difficulty opening the unit, push the top in and hold, then pull down the black button again. If the key safe will not open, please call the bookings team on 5974 2297 during business hours on 0466 691 585.

The key must not be removed from the facility.