**FORFAR GUIDE DOG TRAINING SCHOOL**

**ADDRESS**

* Dean Way

Orchardbank Business Park

Forfar

Angus

DD8 1WG

***C*ONTACT US**

* 0845 372 7408
* 0118 983 8857
* Forfar@guidedogs.org.uk

**HOURS OF OPENING**

* Monday to Friday 09:00 to 17:00

**PUBLIC TRANSPORT**

* If travelling by train, Dundee is the nearest station
* Distance is 14 miles to the centre and a taxi would cost about £35-£40
* There is currently no direct bus route to the Training School

**PARKING**

* Visitors’ spaces are available at the front of the building

**MAIN BUILDING/RECEPTION**

* Access to the main building is flat
* There is one double door into Reception; although the left hand side is locked.
* There is a “push to open” button to the left of the front door to allow ease of access into the building
* A Hearing Loop is installed at Reception
* It will be necessary to sign in at Reception
* The seating area consists of a sofa and one chair and a low coffee table
* Ladies, Gents and an accessible toilet are available in the vestibule between Reception and the Lecture Room
* Security door system is on the door leading to the Indoor Training Area and on various doors on the first floor

**FACILITIES**

* There are two dedicated hot desk rooms, each with 1 PC (one of these PC’s has been installed with JAWS) and 2 Laptop Cables. These do not need to be pre-booked
* The Visitors Spend Area is to the right of the main building (surrounded by wooden fencing)
* There is a smoking area at the rear of the building
* Meeting rooms detailed below. Please contact Forfar Reception to make a booking

**Lecture Theatre** - Ground Floor – Accommodates 40 people theatre style. The room has AV equipment, overhead projector, screen and hot drinks machine. Hearing loop is available

**Classroom** – First Floor – Accommodates 12 people boardroom style and has a PC, screen and overhead projector. Hearing loop is available

**Meeting Room** – First Floor – Accommodates 12 people boardroom style and has a large TV screen with facility to plug into computer or laptop. Video and conference call facilities are available in the Meeting Room. Hearing loop is installed

* Snacks and cold drinks are available from the vending machine in the Staff Lounge which is located on the first floor
* Tea/Coffee is available from 2 vending machines. These are located in the Lecture Hall on the ground floor and the Staff Lounge on the first floor. Both of these machines are free vend.
* There are 2 microwaves in the Staff Lounge
* Orders can be placed with Reception before 10 a.m. for filled rolls from a local sandwich shop. These are delivered at approximately 12 p.m.

**LOCAL AMENITIES**

* The nearest supermarkets are Asda and Tesco. These are both a 5 minute drive away
* McDonalds and KFC are within a 5 minute walk

**FIRE PROCEDURE**

* The fire alarm is tested weekly at 10 a.m. on a Monday
* If the alarm sounds at any other time, please evacuate the building
* The assembly point is the staff car park at the rear of the building

**FURTHER DETAILS ARE AVAILABLE FROM RECEPTION**