

## **BST Gallagher Roll-out methodology for a typical building**

- We start on the upper levels.
- We progress level by level. The Gallagher controllers enable us to cut over 8-10 doors at a time.
- In buildings with minimal access control, we may cut over 2-3 levels at a time.
- All low-level alarms will be cut over at the same time.
- Once a controller is complete and tested, we would then move onto the next level.

It's worth noting that the doors we are working on will be unlocked.

BST Staff will be onsite replacing the card readers on a door by door basis.

The lift/s for each building will be cutover once the internal doors and alarms are completed.

The last step will be cutting over the external doors.

Its important to ensure the building remains secure and staff have egress at all times.

Additionally we will post signage on the egress doors of the buildings to notify occupant of ongoing work.

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