

**FROM:** John Mitchell, Head of Property Services  
**LOCATION:** 86/703  
**EXTENSION:** 6548  
**DATE:** 2 August 2004  
**REFERENCE:** Y3365  
**SUBJECT:** 1986 BUILDING SECURITY - ACCESS TO GALLERY  
11  
**SUBJECT**  
**AREA(S):**  
**ATTACHMENTS:**  
**ACTION POINTS:**  
**DEADLINE:**

The new procedure to strengthen the control of visitors access to Gallery 11 was communicated via Market Bulletin Y3303 on the 29 April 2004. It has become apparent that clarification is required to ensure that whilst maintaining a high level of visitor security, Gallery 11 remains available to Market visitors.

The procedure is:

The entrance to Gallery 11 from Tower 1 will be security locked 24 hours a day.

During working hours, people attending meetings on Gallery 11 should ring the bell by the door to alert the waiters, and then report to reception to be given access to the area.

Out of hours, people attending meetings on Gallery 11 should ring the extension of the person they wish to visit using the telephone located outside of the door. Confirmation of the person's extension number can be obtained by ringing Security on Lloyd's extension 5905.

Underwriters and Brokers who wish to bring visitors to Gallery 11 should telephone the waiters on Gallery 11 on Lloyd's extension 6732 to make an appointment to view the area. These appointments will only be available at times when the visits will not interrupt business activities on Galleries 11 and 12.

All other people wishing to visit the Adam Room and the open areas on Gallery 11 will need to form part of a formal group tour.

Group tours to Gallery 11 can be arranged through Martin Leach, who can be contacted on 01245 609425 or by email at [martinleach@blueyonder.co.uk](mailto:martinleach@blueyonder.co.uk). These will be conducted tours, which as well as giving visitors more information about Lloyd's, will improve control of visitors within this area.

This procedure will be effective from 4 August 2004.

If you have any queries about these arrangements, please contact John Mitchell on 020 7327 6548 or email [john.h.mitchell@lloyds.com](mailto:john.h.mitchell@lloyds.com)