

Tenant re-occupation form

BEC recognise that returning to the workplace during the coronavirus pandemic may cause concern and is committed to the safety of all those attending our site and our buildings. In line with UK Government guidelines, BEC has undertaken risk assessments in all of our buildings and is implementing arrangements to minimise risk for employees, customers and visitors.

To ensure the safety and security of our business community we're asking tenants to let us know when and how they intend to return to the Park.

Please complete and return this form five working days (minimum one working day) prior to your planned reoccupation, with a copy of your risk assessment to facilities@discoverbec.com.

If you have any queries or wish to discuss further please contact our Facilities Manager, Norman Nicholson on 07876 221 413.

Tenant information

Tenant name	
Contact name	
Contact telephone	
Contact email	

Building/units to be reoccupied

Building	
Unit number(s)	

Details of reoccupation

Planned date of reoccupation	
Planned office opening hours	
Planned no. of people	
If phased reoccupation please provide dates, people numbers and office opening hours.	
Any other information?	

Date submitted		Risk assessment attached	
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