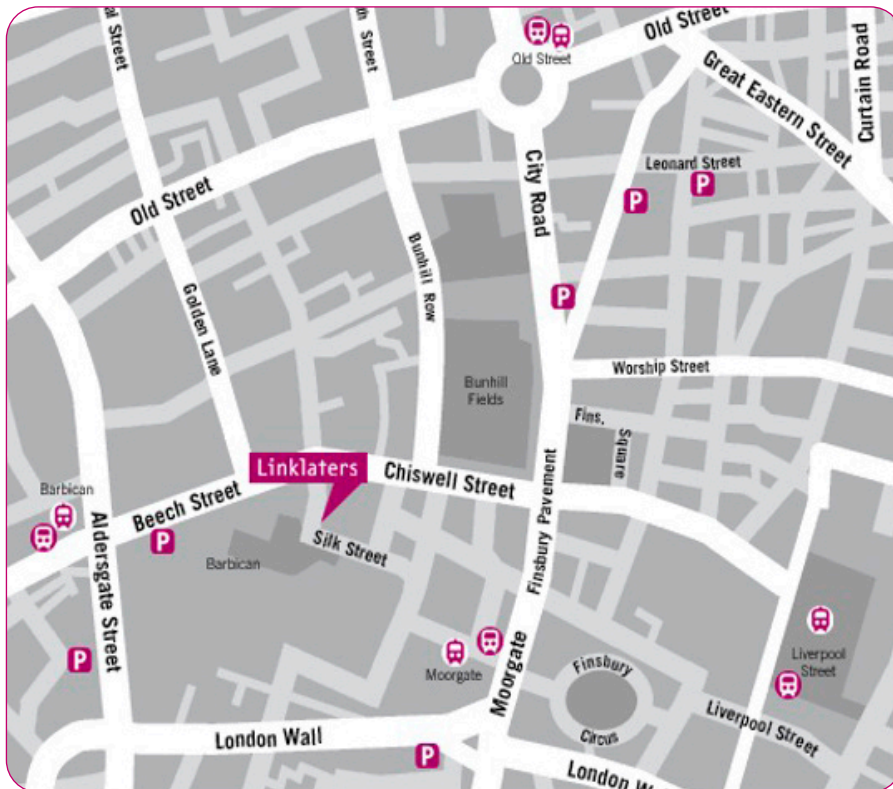


Linklaters

Silk Street Office Access Guide for Visitors

This guide is to provide clients and visitors with information on the facilities and access features available at our Silk Street Office.

We look forward to welcoming you at Silk Street. If you require any assistance or need any adjustments to support your visit to our office, please contact your host prior to your visit.



Contact Details and Address

Linklaters LLP
One Silk Street
London
EC2Y 8HQ

www.linklaters.com

Tel: 020 7456 2000

Office Opening Hours

Shire Reception is open Monday to Friday 7:30am – 8:00pm. The building and reception area is staffed by the Security team 24/7. The team is available to support access requirements out of hours.

Milton Reception is open 24/7.

1. Travel to the office

There are various public transport options available within close distance of the office:



Train

The nearest train stations are Moorgate (0.5 miles), Cannon Street (0.7 miles), Farringdon (0.7 miles), Liverpool Street (0.8 miles), Fenchurch Street (1.3 miles) and St Pancras (1.9 miles).



London Underground

The nearest underground stations are Barbican (0.4 miles), Moorgate (0.5 miles) and Liverpool Street (0.8 miles).



Taxi

A taxi rank is available outside the One Silk Street Shire Reception. This is the nearest drop off and collection point for the building.



Accessible Car Park

An accessible car park is available at Linklaters Office, parking must be pre-booked and is dependent on availability. To arrange a car park space in advance, please contact your host.

On arrival please speak to the Security team who will direct you to the accessible car parking space. Please let them know if you require any assistance.

2. Arrival to the Office

There are two entrances to Linklaters office, Shire and Milton Reception.



Shire Reception is located on Silk Street (opposite the Barbican Centre) and is the main entrance including for clients and visitors.

Milton Reception is located on Milton Street and the main entrance for contractors (see section 4 of this guide for further information).



Main Entrance to Shire Reception on Silk Street

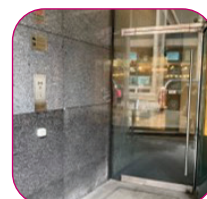
There is step-free level access available on the right-hand side of the entrance.

There are two sets of external steps, with handrails and contrasting step treads provided, which lead to the main and left-hand side entrances.

There are three revolving doors and two manually operated doors either side of the entrance. The two manually operated side entrance doors are each 970mm wide.

There is an intercom adjacent to the left-hand side entrance door. Please use the intercom if you require assistance accessing the building and our Security team will greet you.

The three revolving doors are automatic.





Shire Reception

Shire Reception is positioned on the upper ground floor as you enter from the main entrance. On the ground floor there are access steps and a platform lift facility to the upper ground floor reception. Should you require further access to our office for a particular organised event, our security access points include an accessible gate, which is 900m wide.

A hearing loop is located on the reception desk.

Steps lead from the ground floor reception area to the reception desk located on the upper ground floor.

There are five steps, a landing and then a further four steps.

There are treads on the steps and handrails on either side.

An accessible lift is available on the ground floor reception area for access to and from the upper ground floor reception desk.

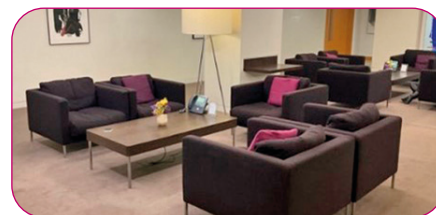
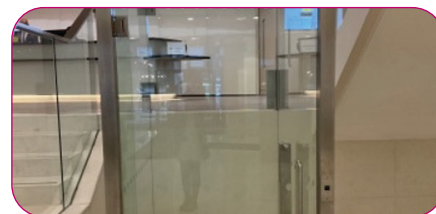
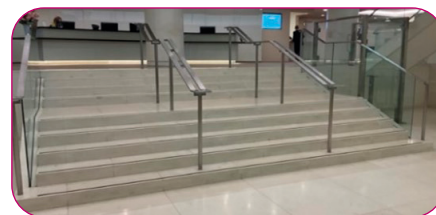
The lift door opening width is 1060mm.

The control buttons are tactile and include Braille.

The Security team is available to provide assistance.

The main reception desk is located on the upper ground floor.

Seating is available in the reception area.

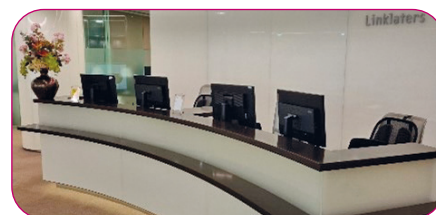


First Floor Reception

There is an additional reception desk located on the first-floor reception.

A hearing loop is located on the reception desk.

Seating is available in the reception area.



3. Information on Other Facilities

Lifts and Stairs

In addition to the accessible lift, there are two passenger lifts on the upper ground floor reception for access to the first-floor meeting rooms, along with a staircase facility.

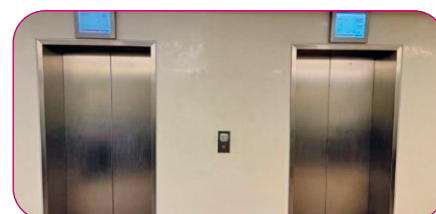
The lifts are available if a guest requires use of them and our Security team will accompany the guest and facilitate the journey to the meeting room floor, if required.



Shire Reception passenger lifts to the first-floor meeting rooms are operated by the Guest Services and Security teams

There is a display screen on the outside of the lift showing the date, time and the current location of the lift.

The lifts' audible function announces the direction of travel and the number of the floor upon arrival. The lift dimensions are 1920mm deep x 1400mm wide.



Shire Reception staircase to the first-floor meeting rooms

There is a staircase from the reception to the first-floor meeting rooms.

This staircase has continuous handrails on either side.



Accessible Washrooms

A selection of washroom facilities, including accessible and gender neutral washrooms, are available on each floor.



Meeting Rooms

Meeting room facilities are located on the upper ground floor and first floor.



Wayfinding

Signs are positioned throughout the building to help with navigation to your meeting room.

The Guest Services team is available to provide assistance.



Assistance Dogs

Assistance dogs are welcome in our office.



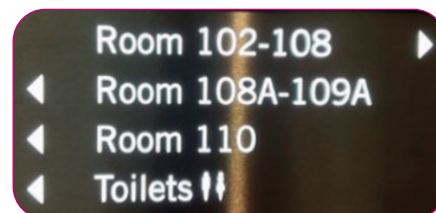
Wheelchair

A wheelchair is available in Shire Reception if required.



Multi Faith Space

If you require a space for faith purposes or prayer, please let your host or the Guest Services team know.



4. Milton Reception

This entrance is mainly used by contractors. There is level access from the pavement to the office.

Milton Reception is on the ground floor. It consists of a reception desk, seating area and security access turnstiles leading to the main passenger lifts.

There are two sets of manual revolving doors and two manually operated side doors. Each door consists of a double door, with individual doors which are 850mm wide.

The Security team is present 24/7 and will provide assistance when required.

A hearing loop is located on the reception desk.

There is seating available in the reception.

There is step-free level access to the passenger lifts via a 900mm security access gate.

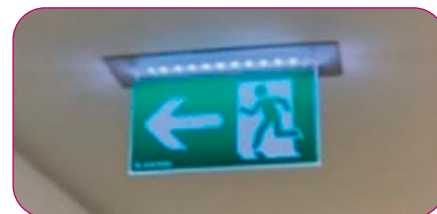


5. Assistance in an Emergency

Should you require any assistance to evacuate the building in an emergency, please contact your host prior to your visit.

Emergency escape signage is provided throughout the building corridors to assist with locating the nearest fire exit in an emergency.

The Guest Services team will brief you on our emergency procedures on arrival.



Fire Alarm Test

The fire alarm is tested every Friday at 10.00am. There is no need to evacuate unless the alarm continues.

[linklaters.com](https://www.linklaters.com)

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