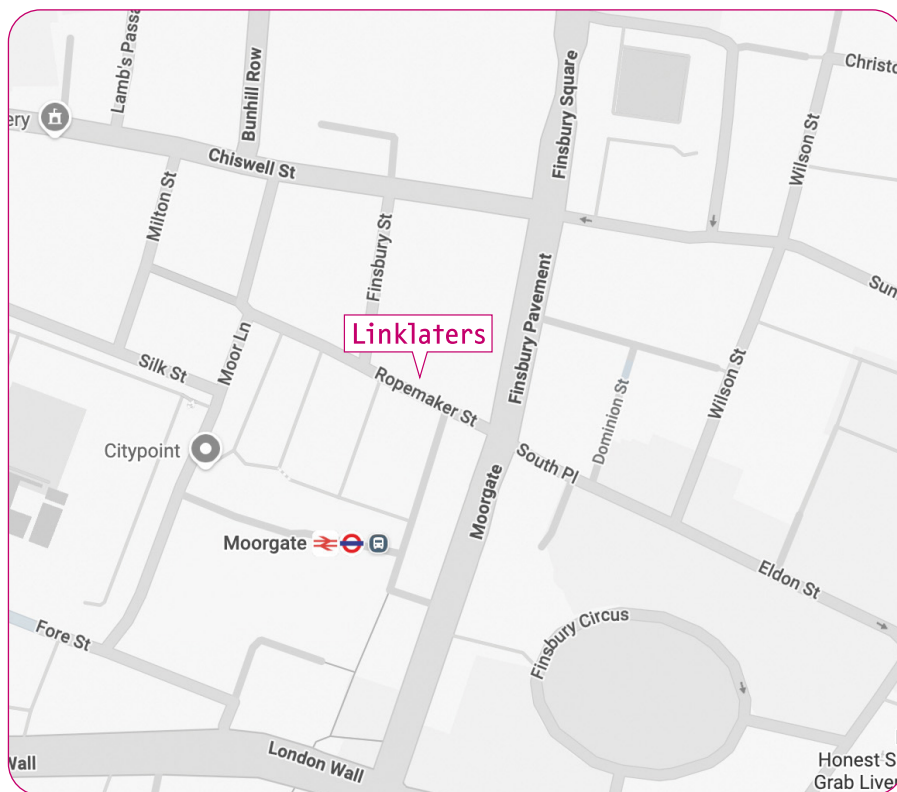


# Linklaters

## 20 Ropemaker Street Office Access Guide for Visitors

This guide provides visitors and clients with key information about facilities and access arrangements at 20 Ropemaker Street. If you require assistance or adjustments before your visit, please contact your host.



### Contact Details and Address

Linklaters  
20 Ropemaker Street  
London  
EC2Y 9AR

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

Tel: 020 7456 2000

### Office Opening Hours

The building is accessible 24/7,  
with Security available to support  
out-of-hours access requirements.

## 1. Travel to the Office

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



### Train / Underground

- > **Moorgate** (100m) – Northern, Metropolitan, Circle, Hammersmith & City and Elizabeth lines
- > **Liverpool Street** (0.3 miles)
- > **Cannon Street** (0.7 miles)
- > **Farringdon** (0.8 miles)
- > **Fenchurch Street** (0.9 miles)
- > **St Pancras** (2 miles)



### Taxi

A taxi rank is available on Ropemaker Street, opposite the building.



### Accessible Car Park

One accessible parking space is available by prior booking and subject to availability. Your host will confirm access arrangements as part of the booking.

## 2. Arrival at the Office

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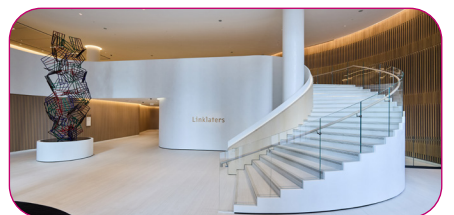
### Building Entrance

The building has a single, step-free entrance. During weekday core office hours, access is through automated sliding drum doors. Lobby Hosts will greet you and guide you to the Mezzanine Reception. Outside these hours, access is through a power-operated side door with intercom.



### Entrance Lobby

Our lobby hosts and security team will be available to support you on arrival. Visitors may reach Mezzanine Reception via a sweeping staircase (24 steps) with handrails on both sides or by a dedicated lift providing step-free access.



### Main Reception (Mezzanine Level)

Seating is available throughout the reception area. All reception desks are equipped with hearing induction loops.



### 3. Facilities



#### Lifts and Stairs

Two main lift banks and two fire-fighting lifts serve the building. Fire-fighting lifts may be used for assisted evacuation if required.

Visitors will be escorted from Mezzanine Reception to meeting rooms on Levels 01, 14 or 15 via accessible or passenger lifts.



#### Accessible Washrooms

Accessible, ambulant, male, female and all gender washrooms are located on all floors. Bidet-style toilets are available.

A Changing Places facility is located on the Mezzanine Level, equipped with a hoist and height-adjustable changing bed.



#### Meeting Rooms

All meeting rooms are fitted with assistive listening systems.

#### Auditorium

The first floor auditorium includes an assistive listening system, tiered seating with arm supports and wheelchair spaces at both the front and rear.

A platform lift provides step-free access to the front of the auditorium and level access stage area.

Visitors requiring additional space may prefer seating in the back row.



#### Wayfinding

Clear signage is provided throughout the building. The client experience team is available to assist if needed.



#### Assistance Dogs

Assistance dogs are welcome.

The nearest green space, Finsbury Circus Gardens, is a 3-minute walk away.



#### Wheelchair

A wheelchair is available on the ground floor upon request.



#### Multi Faith Space

A visitor multi faith room is located within the building. Speak to your host or the client services team if you require access.



#### Refreshments

Please inform your host or the client experience team of any allergies or dietary requirements.



## 4. Emergency Procedures

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### Evacuation

The building operates a phased evacuation procedure.

If the fire alarm is activated, follow the instructions issued through the building messaging system.

If your floor is not yet instructed to evacuate, you will receive a message to prepare and await further direction.

When instructed, leave immediately, using the nearest fire exit and staircase.

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



### Do not use the lifts

Visitors should go to the assembly point with their Linklaters host and report to the Senior Evacuation Marshal.

### Personal Emergency Evacuation Plan (PEEP)

If you require assistance to evacuate during an emergency, please contact the Health and Safety team in advance so a PEEP can be arranged.