



Gurugram, India

Visitor Guide

**Lutron Electronics (India)
Private Limited**
Building 8A, 4th Floor,
DLF Cybercity
Gurugram, Haryana
122002 India

Welcome to Lutron

Lutron is pleased to welcome
you to our Sales and Service
office in Gurugram, India.

The following information is
provided to ensure you have
a safe and positive experience.





Gurugram, India

Visitor Check-In

Visitor Check-in

Non-Employee Visitors:

- Upon arrival, visitors must sign in at the building reception with DLF security and obtain a visitor pass. Identification may be requested during this process
- The visitor should contact their Lutron host, who will escort them through the access-controlled elevator lobby to the Lutron office reception
- The visitor will then sign in again with security at the Lutron office reception

Lutron Employee Visitors:

- Lutron employees should show their Lutron badge to enter the building
- The visiting employee should contact their Lutron host to escort them from the building's common area to Lutron reception
- At the Lutron reception, the visiting employee will check in with Lutron security and receive an access card allowing admission to both the building and Lutron's office

Address

Lutron Electronics (India) Private Limited
Building 8A, 4th Floor
DLF Cybercity
Gurugram, Haryana 122002
India

Parking

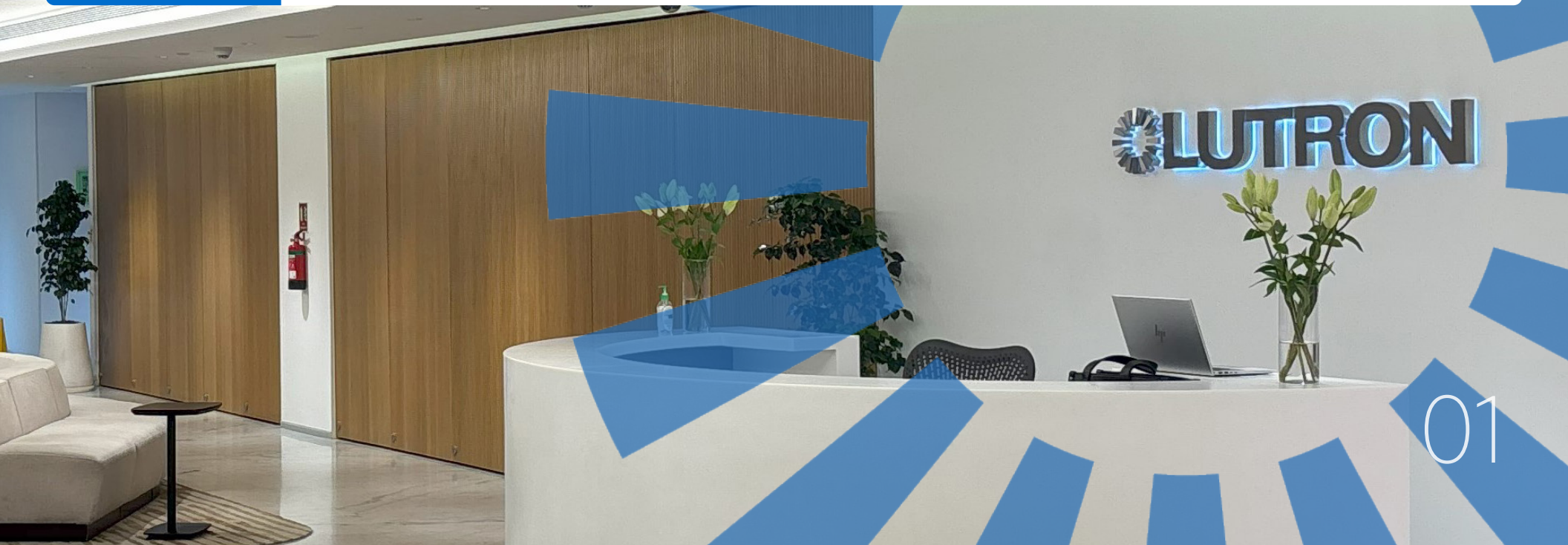
- Visitors should park in the DLF building parking lot
- This parking lot is a paid parking lot
- See the map on page 3

Smoke-Free

- Lutron is a tobacco and vape-free zone

Recycling

- We operate our facilities with sustainability in mind
- Please dispose of any recyclable items in our recycling locations





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Safety & Security

The safety of our visitors and employees, along with the security of our facilities, is very important.

The following information will provide guidelines for your visit:

General Guidelines

- Taking pictures and recording video/audio is prohibited while at Lutron
- Report lost or found items to the office admin
+91 9289678704
- For everyone's safety, please avoid walking while using your mobile device
- Remain aware of your surroundings

Incident Reporting

- All incidents, hazards, and injuries must be reported to your host and Security immediately
- Contact the office admin
+91 9289678704





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Emergency Procedures

Please follow these directions in the event of emergency.




Emergency

- For life-threatening medical emergencies dial 112 immediately and then contact the office admin at +91 9289678704
- For minor medical needs notify your host

Assembly Area

- Upon activation of the fire alarm system, please evacuate at your nearest available exit
- Your host will accompany you to our assembly area

Key

-  = Visitor Entrance
-  = Visitor Parking
-  = Assembly Area





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