

## Accessibility Document Template

### Hong Kong Office

RPC's Hong Kong office is located in Taikoo Place, a prominent business district located on the eastern part of Hong Kong Island. We're only a 5 minutes walk from the Quarry Bay MTR station, and is well-linked with other major commercial and office districts in Hong Kong within a 20-minute ride.

You can find us at:  
3504-06  
35/F One Taikoo Place  
979 King's Road  
Quarry Bay, Hong Kong

T: +852 2216 7000  
F: +852 2216 7001



Red box: Step free access  
P signs: nearby car parks  
Orange boxes: Nearby MTR stations  
Red box: Taxi rank

Blue boxes (bus stop signs): Bus stop

Nearest stations (distances to office entrance):

Quarry Bay station is step free from platform to street level (0.2 miles)

Tai Koo station is step free from platform to street level (0.4 miles)

You can access the Taikoo Place area from Quarry Bay station with lifts providing step free access into the buildings.

[Insert Map of step free route from stations]



There are two main walking routes from Exit A of Quarry Bay station to the office – one which is overground (purple line in the map above) and one which follows the main road leading to One Taikoo Place (blue dotted line in the map above).

**Overground route:**

- Upon coming out of Exit A of the Quarry Bay station, take a right and walk straight towards the Taikoo Place escalators next to Wah Shun Gardens.
- Take the escalator and follow the way to One Taikoo Place. You will pass by some restaurants and pass through Devon House, Dorset House, PCCW Tower, reaching the bridges connecting you to Lincoln House and One Taikoo Place.

**For step free access:**

- When coming out of the station, cross the road to reach HSBC. Turn right and cross the road again to reach Shell Service Station which is located next to the Devon House entrance.
- Access the Taikoo place area via the escalators and lifts at Devon House.

- Turn left upon exiting from the lifts of Devon House. Pass through the hallway of restaurants, Dorset House, PCCW Tower, and reach the bridges connecting you to Lincoln House and One Taikoo Place.



Entrance to lifts of Devon House from street level

Nearest bus stops (distances to office entrance):

There are numerous bus stops in the area, all within 5-10 min walking distance

Parking (distances to office entrance):

More than 1,400 parking spaces available within the Taikoo Place area including One Taikoo Place and surrounding buildings (Berkshire House, Devon House, Dorset House, Lincoln House, Oxford House and PCCW Tower).

Access to the office from taxi ranks:

Taxi ranks are available at the One Taikoo Place entrance.





Street Level Entrance to the Building with step free access



Entrance Gates at 1/F reception to access lifts to 35/F.

RPC is located on floor 35 of One Taikoo Place. Visitors please proceed to the Concierge Desk on 1/F. Visitors will need to provide ID and you will be given a temporary pass to access the lifts to 35/F. Please use the temporary pass at the gates and the lift number will be assigned to you. OTP concierge is available 24 hours a day.

If you have having trouble accessing the building, please contact:

RPC reception 8.30 am – 6.30 pm: +852 2216 7100  
One Taikoo Place Concierge 24/7: +852 2844 6300  
Taikoo Control Centre: +852 2219 0000

### **Reasonable Adjustments:**

If you need any reasonable adjustments or require any accessibility support, please do let us know by emailing our Facilities team and we will try and accommodate your requests.

Here are some examples of adjustments that can be made but we are always open to discussions on how we can best accommodate:

- Hard copy presentation/materials - Handouts can be printed to replicate what is being show on screen

- Text size/font - Increased text size or specific font available and potential to further enhanced with special technology
- Time - Additional time may be incorporated into test situations
- Wellbeing room - Quiet room available if needed.

**Contacts:**

Facilities Helpdesk: [otp-facilities@rpc.co.uk](mailto:otp-facilities@rpc.co.uk)  
RPC reception 8.30 am – 6.30 pm: +852 2216 7100  
One Taikoo Place Concierge 24/7: +852 2844 6300  
Taikoo Control Centre: +852 2219 0000