

SECURITY / ACCESS ARRANGEMENTS CHRISTMAS 2011

The University will be closed to staff and students from 1330 on 24th December 2011 to normal opening on 3rd January 2012 for the festive period. **However access on the 28th, 29th and 30th December, between the hours of 08:00 and 18:00** can be pre-arranged by your Dean/Director. Please see Appendix A which is the access form for completion. These access forms must be returned to the relevant campus office prior to **Thursday 22nd December 2011**.

During the three days of opening Student Computer room access will be via swipe card (rooms and times will be confirmed in a separate communication by OBIS).

All Staff / Students must report to the relevant campus services office to sign in on arrival and out on departure and must ensure that they have their staff / student card with them.

Please Note there will be security, on site for emergency response. The Campuses will be totally key locked, with no lifts in operation and heating will be on minimum levels and not up to full temperature.

If prior permission is not given and / or you are not in possession of your staff / student card access will be denied.

Please do not hesitate to contact your campus manager should you have any queries on the closure and access process.

May I take this opportunity to wish you all a restful festive break.

Richard Monk

Director, Estates and Facilities Management
