

## Estates and Facilities Management

### Campus Services

The following information must be authorised by the Dean or Director and returned to the relevant Campus Manager prior to 22<sup>nd</sup> December 2011 – access will not be granted unless prior authorisation has been actioned:

To: Campus Manager Wheatley / Gipsy Lane/Harcourt Hill ( <i>please delete as appropriate</i> )	
Name of person requiring access	
Date required	
Area / Room number to be accessed	
Reason for access	
I agree to produce my ID card on entry and to sign in and out at departure at the campus office on any day of access	
Authorised by Dean or Director	

Please return to Campus Services Campus Managers by 22<sup>nd</sup> December 2011:  
Nigel Satchell - Wheatley  
Sue Johnson - Gipsy lane and Harcourt

