

Notice to All Staff:

From: Jason Challender, Director of Estates & Facilities

Subject: HOLIDAY PERIOD - CHRISTMAS 2018

PLEASE ENSURE THAT ALL STAFF ARE AWARE OF THIS INFORMATION AND TAKE ANY ACTION AS APPROPRIATE.

1] All University Buildings (excluding Media City) will be **closed** from:

Friday 21st December 2018 at 5:00pm and will reopen at 6.00am on Wednesday 2nd January 2019

EXCEPTIONS:

Student Residential Accommodation - Special arrangements will be made

Jack Goldberg (Nursery) – Open until 2pm Christmas Eve

Media City – this building will close at 10pm on Friday 21st December and re-open at 7am on Wednesday 2nd January 2019

Technology House

Saturday 22 December	8:00 – 19:00
Sunday 23 December	CLOSED
Monday 24 December	8:00 – 16:00
Tuesday 25 December	CLOSED
Wednesday 26 December	CLOSED
Thursday 27 December	Security cover in building 9:00 – 17:00
Friday 28 December	Security cover in building 9:00 – 17:00
Saturday 29 December	Security cover in building 9:00 – 17:00
Sunday 30 December	CLOSED
Monday 31 January	Security cover in building 8:00 – 16:00
Tuesday 01 January	CLOSED
Wednesday 02 January	Normal Hours

Sport Hall

To allow for a planned shutdown of the pool and cleaning provision. The last entry for the Sports Hall will be 2.30pm on Friday 21st December 2018.

Clifford Whitworth Library –

Open 24 hrs except Christmas Eve closing at 3pm and reopens 10am Boxing day and New Year's Eve closing at 3pm and reopening at 10am New Year's Day.

Cockcroft – Accessible throughout period to check on experiments etc, but access is required through security/swipe card only

University House will re-open at 08:30am on Wednesday 2nd January 2019. A student newsletter will be sent out over the coming weeks containing information about events and support in place for those students remaining on campus over the Christmas holidays.

2] Allerton Learning Space and MediaCityUK Libraries as well as all Catering Units will be closed during the above period.

3] **Arrangements for Access to Buildings during Closed Period**

Arrangements can be made *only in exceptional circumstances* for staff and students, who for some essential purpose need to enter a building however, this **MUST** be arranged via their **Head of School** (or other person carrying that responsibility). An email should be sent in advance to:- estates-securitymanagers@salford.ac.uk and then the request will be considered. No access to buildings will be permitted on Christmas Day.

Such persons will also need to report to the Central Control Room in the Maxwell Building at the time access is required so that the security staff can arrange to admit them to the building in question.

Admission will be subject to the production of a Staff or Student ID Card.

Persons not satisfying the criteria set out above will not be admitted.

The special arrangements for technicians are unchanged.

4] **Emergency Call Outs**

Emergency call outs from 17.30hrs on Friday 21st December 2018 until 08.00am Wednesday 2nd January 2019. All emergency calls will be handled by Maxwell Control Room- Covered by in house trades and external contractors (Security have the contact details in the control room)

5] **Deliveries**

Since there will be no facilities for accepting deliveries on the dates when the University is closed, Faculties, Schools and Support Departments are asked to bring these dates to the attention of any firms from which deliveries of equipment etc. may be expected.

6] **Salford City Connect No.50 Bus Service**

The Salford City Connect No.50 bus will continue to run every day apart from Christmas Day and New Year's Day.

7) **PC's and Lights Reminder**

We are committed to saving energy and in particular not wasting energy needlessly.

Please turn off all electrical equipment that should be, including properly shutting down computers and turning monitors off. When a computer shuts down, the monitor will only go into standby, please manually switch the monitor off to reduce energy consumption. You should not see any lights flickering when the monitor is off.

Mobile device chargers etc. should be unplugged. Large multi-function devices (MFDs - Printer/scanners) have built in programmes to go to sleep so can be left on. Desktop printers should be switched off.

All office, classroom, cupboard, kitchen, printer room and toilet lights should be switched off where possible by the last person to leave.

8) **Clear Your Fridges Please**

To avoid welcoming in the New Year with badly smelling buildings and an unpleasant job for someone, please dispose of all perishable foods correctly (unpackaged and in the compost bins where available). Fridge doors should be properly closed and left switched on to prevent localised flooding and damage.
