



Date stamp here

APPLICATION FOR CONTRACTOR TO WORK IN UNIVERSITY BUILDINGS OUT OF NORMAL HOURS

Name of contractor: _____

Work to be carried out: _____

Location: _____ **. Area/Room** _____

Access required on (date): _____ **.From:** _____ **.To** _____

Contractors staff names: _____

We/I have been advised of;

- a). Security procedures.**
- b). Any hazards in work or adjacent areas.**
- c). Any other information relating to health and safety.**

Keys Required:-

For Contractor

Sign: _____ **/Print** _____ **. Date(s):** _____

For University

Sign: _____ **/Print** _____ **.Date(s):** _____

INFORMATION FOR CONTRACTORS:

*Before each period of work outside normal working hours, you **must** report to the **Security Office**, which is located in the **ESTATES SERVICES BUILDING** on The Gateway, **Before entering your place of work even if it is accessible.***

Before Leaving, you must telephone the security office to notify your time of departure on 0116 2577642. THIS MUST BE DONE BY EACH SEPARATE WORKFORCE, COMPANY OR SUBCONTRACTOR.

*N.B. – This form must be delivered to **Estates Maintenance Services or Security Office**, Estates Services Building, The Gateway, LE2 7DP. Prior to day access is required.*