**S5 Contractors Working Outwith Normal Working Hours**

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| **SERVICE PROVIDERS or CONTRACTORS WORKING OVER A WEEKEND or on PUBLIC HOLIDAYS****This form must be completed and returned to Security Control, John Anderson Campus,** **by 12.30 hours on the prior Friday or the day prior to the Public Holiday)** |

# Failure to comply may result in Service Providers or Contractors being refused access to University buildings

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| --- | --- | --- | --- | --- | --- | --- |
| Service Provider or Contractor | **Building(s)** | Date(s)**From & To** | Hours of Work**From & To** | **No. of Persons** | **Date S7** **Sent to Security** | **Signature of University Supervising Officer**  |
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**If Service Providers or Contractors are working after 1800 hours Monday – Friday**

**the Department Supervising Officer must inform Security Control by telephone**