

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:**

**Keys Required:-**

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

**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 complete this form which is located in the \_\_\_\_\_ The Gateway, \_\_\_\_\_*

*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, LE1 7DD, Leicester.*