

**SBARC I SPARK BUILDING**
**Out of hours procedure for Tenants**

**1.Core opening hours**

The sbarc I spark building is open from 8.00am – 6.00pm Monday – Friday (excluding public holidays and shut down periods i.e. Christmas).  All times outside these hours are considered out of hours.

**2. Who can have out of hours access**

Out of hours access is permitted for staff and tenants with building access rights.

**3. Out of hours procedure**

When working out of hours it is the responsibility of the individual to adhere to the below:

* Always advise your line manager and / or someone in your department when you will be working out of hours.
* Email sbarcinnovations@cardiff.ac.uk noting dates and times you will be working out of hours in advance (by 4pm on the day at the latest).
* Ensure ID cards are valid and authorised access is permitted prior to arrival.
* Access is via the 24-hour access door (next to the revolving door).
* When entering the building please be vigilant to anyone else entering the building behind you.  Do not let anyone in the building unless they have a valid ID card.
* If entering the building outside of the working hours you will need to sign into the out of hours register which is held on the ground floor reception desk, stating the time of arrival.
* ID card must be worn at all times when in the building.
* Do not wedge open any security access doors or hold the door open for anyone.
* In the unlikely event of the phones failing out of hours, Security can be contacted via the emergency call button in each of the lifts.  Please press the button and wait for the call to be answered.  There is no handset so talk directly to the call button (there is built in speaker).
* When leaving the building please sign out of the out of hours register on reception.
* **Any concerns should be raised immediately with Security Control Room 029 2087 4444.**