

Operational

Easter arrangements 2024

Property Division would like to thank you for your help this term and provide you with this round-up of information about services across all our campuses during the Easter closure.

The university is closed on Thursday 28 March (closure day 1) and reopens Wednesday 3 April. Services will start to wind down and close on Wednesday 27 March as detailed below.

If you work in an NHS building please check with the NHS for local arrangements or speak to your [Building Manager](#) as arrangements might differ.

Before you go

During closure heating and levels of ventilation is reduced in non-critical areas to save energy consumption and reduce our environmental impact. (As a result, buildings will be colder than usual and areas where ventilation is off or reduced may also feel stuffy).

Before you head off for your well-earned breaks, we ask you to support our sustainability efforts:

Please agree nominated colleagues who will:

- Turn down radiator thermostats
- Turn off local air conditioning or cooling
- Shut windows, curtains and blinds to retain heat
- Switch off printers, photocopiers and kitchen water boilers
- Turn off laboratory instruments
- Switch off lighting
- Close fume cupboards and turn off the internal lighting. Where practical, combine equipment in one fume cupboard rather than leaving several on
- Turn off PCs - if you want to work from home, put the PC to sleep and wake it remotely - find details [here](#). (College log-in required)
- Turn off AV equipment in meeting rooms, seminar rooms and lecture theatres
- Disconnect mobile phone charges, laptop power cables and battery chargers.

If you need help to arrange any of the above, contact your [Building Manager](#).

To ensure areas are left safe, minimising the risk of floods and fires, we also ask that you carry out some housekeeping tasks:

- Remove waste (especially combustibles such as paper and card)
- Unplug portable or temporary heaters
- Unplug non-essential electrical equipment from the mains
- Disconnect laboratory equipment from the water supply
- Check for dripping taps and get them fixed before the holiday (0207 594 8000 or [Customer Services Centre](#))

- If you manage a laboratory or workshop area and you would like us to contact you in the event of emergency please make sure your [Building Manager](#) has your contact details
- [Hot works permit applications](#) must be received by **12pm Friday 22 March. No approval – no work!** Requests after that date will not be assessed until after the closure.

Reception and Community Safety Security arrangements

Reception Desks will close at their normal times on Wednesday 27 March and re-open at [normal times](#) on 3 April.

Access to College buildings will be restricted from 6pm Wednesday 27 March to 7am Wednesday 3 April. For **emergency** access, contact Security Control Room.

There is all-hours security presence at all College sites throughout the closure period. Security can be contacted on **0207 589 1000**. Extension **4444** internally or through SafeZone.

Staff and students who will be on any campus or hospital site during this time are encouraged to download the [SafeZone app](#) to connect quickly with Security in an emergency or if you require First Aid.

Maintenance

Standby engineers will be on call in the event of emergency and can be contacted on **020 7594 8000**. Defects reported [online](#) will not be logged until after the closure.

Hammersmith campus will operate a maintenance service throughout the closure period. Contact extension **32418** and via the switchboard. (For Burlington Danes call **0207 594 8000**.)

Unless you have made arrangements with us, there will be no cleaning or waste removal services over the closure period.

Cleaning arrangements

Regular cleaning in residences and periodic cleaning, elsewhere, will take place on closure days.

There will be no cleaning over the Easter weekend **and bank holidays** other than in Central Library and Ethos.

Car parking Arrangements

The car parking office will be closed from 4pm on 27 March and will reopen at 8am on 3 April.

All requests for this period, as detailed below, must be sent to car.park@imperial.ac.uk, and received no later than noon on 27 March to be added onto the ANPR system. Requests received after the deadline will not be actioned.

South Kensington car park will remain open to college Staff, TA's and Postgraduates only for the Easter Closure period. Users must show their valid College ID card on entry, for the period 28 March to 2 April between 7am – 6pm. See College website for details.

- **Overnight** car parking is by prior arrangement and requests must be sent as above. Normal overnight car parking fees apply.
- Car parking requests for any overnight car parking during Easter closure period must be received by Wednesday 27 March by NOON.

Normal bookings car parking process for W/C 1 April applies:

- Staff are no longer be able to book daily parking
- Students are no longer be able to book daily parking
- If staff wish to park on-campus, the primary means of doing so will be to apply for an annual parking permit
- There are certain limited circumstances where daily parking is an operational necessity, including for contractors or essential visitors. There are a limited number of 'urgent spaces' available on a first-come-first-served basis. As usual, these should be booked via each departmental car parking representative and sent to car.park@imperial.ac.uk

Post Arrangements

The Post Room will be closed at its normal time on 27 March (last working day) and the last postal collections will take place as detailed below:

- South Kensington at 2.30pm – 3pm
- Royal Brompton at 2.30pm
- Chelsea and Westminster at 9.15am
- White City /Stadium House at 9am
- Hammersmith at 3.30pm
- Charing Cross at 2.15pm
- St Mary's at 1pm

The last day for sending internal and external mail will be 27 March and Royal Mail's last collection from South Kensington will be at 3.15pm. Hammersmith Campus Post Room will close at 5pm.

There will be no post services between 28 March and 2 April, normal service will resume on 3 April.

Logistics (Stores)

Close at 5pm on 27 March.

Temperature sensitive items arriving during the college closure will not be accepted and are likely to spoil by the time we return on 3 April.

Where possible please make sure both local and international suppliers/collaborators are aware of the closure dates, if they are unable to deliver before 27 March delivery should be rescheduled for 3 April or later.

Ethos

Ethos will be operating vacation hours between 23 March and 26 April: 7am - 8pm weekdays and 8am - 4pm weekends. Closed on all campus closure days.

And finally,

We wish everyone a very Happy Easter.