

Sunday 8 - Monday 9 July 2007 (Royal Visit)

Identity Cards

College staff and students can move freely around the campus with their Imperial College ID cards, which they should carry with them at all times. Without a valid ID card, access will not be permitted to some buildings. If you have lost yours or need a replacement, please consult your manager for details of how to obtain a new one.

Access to buildings

The College's Main Entrance from Exhibition Road will be closed all day on 9 July.

Between **07.00** and **17.00** the buildings below can only be accessed through the entrances named, which will be manned by College Security staff:

Building	Entrance on 9 July
RSM	Prince Consort Road entrance
Bessemer	via RSM Prince Consort Road entrance
Tanaka Business School	via RSM Prince Consort Road entrance and fire exit links between RSM and Tanaka. There will be no access at all to the Tanaka Business School lecture theatres, lift lobbies and lower ground floor café/computer room/ meeting rooms on 9 July until 17.00.
Mechanical Engineering	via the fire exit at the south end of building opposite the Royal Mail sorting office and Exhibition Road entrance to the College car park
Faculty Building	Basement entrance near the motorcycle parking at the bottom of the ramp
Electrical Engineering	Basement entrance opposite Sherfield

Access will only be allowed to these buildings on production of a valid Imperial ID card. All bags will be searched.

All emergency exits will be available in the event of a fire alarm or any other major emergency.

Access to Dalby Court

Between 07.00 and 17.00 access to upper Dalby Court will be by invitation only with the exception of essential staff, e.g. event organisers and Security.

Search of buildings

The Police Search Team is required to carry out dog searches of the following buildings and surrounding areas:

- RSM
- Tanaka Business School and College Main Entrance
- Mechanical Engineering
- Faculty Building
- Electrical Engineering
- Bessemer

The searches will be carried out from 07.00 on 9 July but should not affect staff arriving at their place of work.

Visitors / Contractors

No external visitors (i.e. anyone without an Imperial College ID card) will be allowed in the above buildings once they have been searched between 07.00 and 17.00.

Staff working in affected buildings will need to find alternative locations for any pre-arranged meetings with external guests on 9 July.

Deliveries

No deliveries (including couriers) will be permitted to the searched buildings on Monday 9 July, and staff are requested to advise their suppliers of this.

Any deliveries for these buildings that do arrive on 9 July will be directed to the Post Room. Provided that they are of a size and weight that can easily be managed by the Post Room staff, they will be processed with the rest of the internal mail and delivered the following day.

Deliveries to all other areas of the South Kensington Campus will be unaffected.

Car Parking

Parking in the following locations will not be permitted on 9 July.

- Unwin Road
- Faculty Building car park
- Ayrton Road from the junction with Unwin Road to the eastern edge of the Sherfield Building

Members of staff who have allocated parking in these areas will be notified of the alternative parking bay number that they should use for the day. Cars entering the South Kensington campus may be searched.

Bicycles

The Faculty Building bike store will be inaccessible from 23.00 on Sunday 8 July until 17.00 on Monday 9 July.

Bicycles that are already in the Faculty Building store can remain in situ for the duration of the event but cannot be accessed.

All bicycles secured to the cycle racks on Unwin Road and those adjacent to the Faculty Building must be removed by 06.00 on Friday 6 July. Bicycles that have not been moved by this time will be removed to a safe location. If your bicycle has been removed please Security Administration on extn 48912/48915.

Staff and students cycling to the South Kensington Campus on Monday 9 July are advised to use the Huxley bike park located on Queens Gate.

Tuesday 10 July 2007 (Centenary staff party set up)**Car Parking**

All vehicles must be removed from the South Kensington car parks by 18.00 to allow for the staff party set up.

Wednesday 11 July 2007 (Centenary staff party)

Car Parking

South Kensington car parking facilities will be unavailable until midnight, with the exception of the Faculty Building car park which will remain open. Access to car parking areas will be restricted to essential vehicles and a limited number that have pre-registered disabled parking spaces.

Motorcycles

Motorcycle parking will be unaffected.

Post

The South Kensington Post Room will be closing at 15.30.

There will be an early afternoon collection and delivery.

Staff should inform suppliers that no deliveries to the Post Room will be accepted after 15.30.

Reception Services

A reception desk will be in operation in the College Main Entrance until 14.00 when it will close for the remainder of the afternoon.

The other reception desks at South Kensington will close at 16.00.

Where staff are expecting deliveries or guests, arrivals should be scheduled before receptions close or alternative arrangements should be made.

Thursday 12 - Saturday 14 July 2007 (Tanaka Centenary Alumni Reunion)

Closure of Main Entrance

- The Main Entrance will be closed at the following times:

- Thursday 12 July 18.00-23.00
- Friday 13 July 16.00-23.00
- Saturday 14 July 09.00-12noon

Access to the Tanaka Business School during these times will be via the RSM Prince Consort Road entrance and the fire exit links between RSM and TBS.