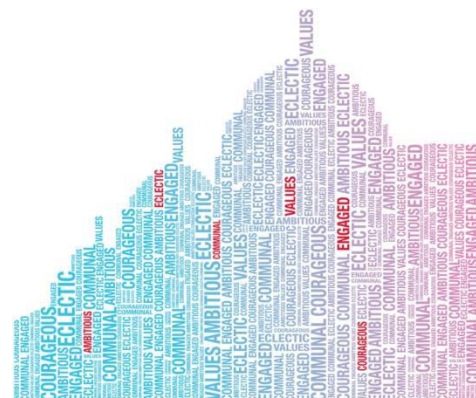


A-Z of Campus Services over the public holiday period in May 2016

On Monday 2 May, some of our services and opening hours will be different due to the public holiday. Use the list below to find out more information.

- ACCOUNTS AND PAYROLL
- CATERING SERVICES
- CLEANING SERVICES
- ESTATES HELPDESK
- FITNESS CENTRE
- GIFT SHOP
- HOTEL BEDROOMS
- ISD TECHNICAL SUPPORT
- LIBRARY
- MAINTENANCE
- PORTERS AND POSTAL SERVICES
- PRINT SHOP
- RECEPTION
- SECURITY
- SPACE MANAGEMENT



Accounts and Payroll

Accounts: The BACS run will operate as normal, however suppliers for London Business School will receive any payments a day later on Tuesday 3 May due to the public holiday.

Payroll: The Bank and Public Holidays will not affect payroll cut-off dates.

Catering services

Catering Services will operate as normal.

	02-May	03-May	04-May	05-May	06-May	07-May	08-May
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nash Lounge	08.00 – 16.30	08.00 – 16.30	08.00 – 16.30	08.00 – 16.30	08.00 – 16.30	Closed	Closed
Nash Kitchen	11.00 – 14.00	11.00 – 14.00	11.00 – 14.00	11.00 – 14.00	11.00 – 14.00	Closed	Closed
The Bite	07.30 – 20.30	07.30 – 20.30	07.30 – 20.30	07.30 – 20.30	07.30 – 20.30	08.00 – 17.00	09.00 – 14.00
Café T	08.00 – 20.30	08.00 – 20.30	08.00 – 20.30	08.00 – 20.30	08.00 – 20.30	Closed	Closed
Dining Room	12.00 – 14.00	12.00 – 14.00	12.00 – 14.00	12.00 – 14.00	12.00 – 14.00	Closed	Closed

* If you require any catering for an event or meeting over this period, please submit your requirements to cateringevents@london.edu at your earliest convenience.

Cleaning services

A routine cleaning service will operate from 09.00 to 15.00 on 2 May

If you require any cleaning for an event or meeting over this period, please submit your requirements to mmurray@london.edu at your earliest convenience.

Estates Helpdesk

There will be no Estates Helpdesk service on 2 May.

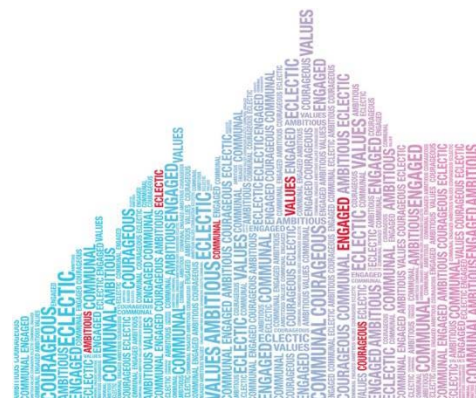
For assistance during normal periods, please contact the duty manager of the relevant team using the telephone numbers below.

Maintenance: 07.00 – 19.30 Monday to Friday, 08.00 – 17.00 Saturday/Sunday
07966 907960

Porters: 07.00 – 19.00 Monday to Friday, 7.30 – 16.30 Saturday/Sunday
07966 907890

Cleaning: 07.00 – 19.00 Monday to Friday, 09.00 – 17.00 Saturday/Sunday
07966 907943

Security can be contacted 24 hours a day on 07966 907888



The Fitness Centre

The Fitness Centre will be open between 10.00 and 16.00.

There will be **no Fitness Centre classes**.

On bank holidays, the children of Fitness Centre users may use the pool between the hours of 10.00 and 16.00 at a ratio of one adult for every two children.

Extended hours remain as 05.00 - 00.00.

The Gift Shop

The Gift Shop will be closed

Hotel bedrooms

B Wing bedrooms will continue to operate as normal.

IT Technical support

IT technical support will be provided between the hours of 09.00 and 17.00.

IT can be contacted on 020 7000 7700.

AV support will also be available from 07.30 until 15:30

Library

The Library will be open between 11.00 and 17.00.

Maintenance

A duty engineer will operate from 08.00 – 17.00.

Support will be available by calling the duty maintenance number on 07966 907 960.

Porters and Postal services

Porters will operate on normal hours (07.30 – 19.00). If you know in advance you will require assistance from the Porters over this period, please submit your requests as soon as possible to estates@london.edu so that we can plan resources accordingly.

The Post Room will be closed. If you have any large scale mailings which need to be processed over this period, please discuss with the Post Room at your earliest convenience.



Print Shop

For branded stationery (bespoke name badges, lecture plates, pigeonhole tags and business cards) please build in an extra working day to allow the Print Shop to meet your deadline.

The Print Shop will be closed on Monday 2 May.

Managed Print Service There will be no service on Monday 2 May. In the event that you have a printer problem during the closure period, please attempt to use an alternative nearby printer. If this is not possible and the situation is urgent, please contact IT Support via the emergency number 020 7000 7700.

Reception

Sainsbury Reception will operate as normal.

Security

The Security Team will operate as normal during this time.

Swipe card access to all Huntsworth Mews buildings, Linhope House, 17 Linhope Street, Career Services & Lorne Close buildings will be unavailable as the buildings will be locked. Access to all other campus areas will remain as normal.

All enquiries should be directed to the Security Team at the Plowden Reception Desk on extension 7888 or security@london.edu

Space Management

There will be no Space Management Team services on Monday 2 May.

Urgent requests will be dealt with until closure on Friday 29th April. Please mark these requests as 'urgent' in the subject line.

