

## School of Chemistry Building Access and Security Information

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The UCD School of Chemistry is located in the Science South and CSCB buildings and these are open from 07:00 to 19:00 on weekdays, and is closed on weekends and days when the university is officially closed.

Graduate Research Students and Research Funded Staff (e.g. postdoctoral researchers and research assistants) may work outside the above hours with the agreement of their supervisor, subject to a risk assessment. All persons accessing the School Buildings outside the above hours must fill in the online Out of Hours Register. This can be accessed via the QR codes on display around the School of Chemistry. No work which carries a high risk of personal injury or property damage may be carried out during out of hours periods.

Access to the building outside the above hours is via electronic access doors on the Ground Floor of the Main Lobby of Science South (side facing Hub and side facing Agriculture and Food Science Building) and the Ground Floor Entrance Lobby of the CSCB (side facing the Lake).

Completion of the School of Chemistry New Incomer Set Up Form and authorisation by the supervisor, line manager, or host for visitors and submission of this completed form to the School Manager by email ([susan.wilson@ucd.ie](mailto:susan.wilson@ucd.ie)) is the key procedure to have an access card and or key issued.

All those entering or leaving the buildings via access card must wait for the door to close securely behind them before leaving the area. Please contact UCD Estates if you find the door does not close securely asap by phone (01) 716 7000 or on extension 7000.

All School building users must make sure all doors to offices and laboratory areas are locked if unoccupied. All valuables should be kept out of sight, locked in lockers or drawers.

Any unauthorised person observed in the School buildings should be reported immediately by calling UCD Emergency Services on extension 7999 or (01) 716 7999.