

Access office

Access Office

The Access Office is open between 7:30 and 17:00 Monday to Friday, for out of hours service please contact the Security office (see number below). The Access office is located on Level 1 (the lower ground floor).

Access office (01223) 596060

Security office (01223) 586606

For a printable plan of Level 1 showing the location of the Access Office click on the download at the foot of the page.

We handle

- Staff ID cards
- Staff car parking
- Staff car share
- Business Fleet Vehicles
- Discounted bus tickets
- Rail season tickets - interest free loans
- Public transport information
- Coach and minibus booking including driver for work and social events
- Cycling information
- Lost and found property
- Security Escort (please see below)
- Other information e.g. discounts for cyclists/motorcyclists, maps, cycling and motorcycling tuition

Please have your budget code ready if you are calling to book a business fleet vehicle.

Security Escort

If you are returning to the car park late at night and would like a security escort to walk you back to your car, please contact the Security office on **(01223) 586606???????**

If the Security team are dealing with any on site security issues you may be asked you to wait, or you may be referred to the Shift Facilities Manager who will organise an escort.

NOTE: There is constant tug traffic on Level 1, so keep your eyes and ears open when you visit us.