DCU Out of Hours Policy
Lock-Up* Exceptional Access Request
(Please complete & forward to the Office of Vice-President for Research & copy to Health & Safety Office)

Name of Requester (Academic Supervisor / Staff member)	
School / Centre / Unit	
Date & Time access is required	
Proposed Work	
Why can this work not be completed during normal / out of hours times?	
Has this work been risk assessed & signed off by Head of School / Centre?	
Names of those who require access**	
Locations where work will be carried out (Building & Room Number(s))	
Estimated duration of work (Start & Finish times)	

I certify that I have read the DCU Out of Hours policy document and that the work detailed above complies with the terms and conditions of out of hours access

Signature of Requester: _____ Date: _____

To be completed by Office of Vice-President for Research

I hereby authorise exceptional access during 'Lock Up' for the dates & times & persons noted above:

Signature: _____

Print Name: _____ Date: _____

Office of VP to forward authorisation to Security by e-mail & hard copy

* Lock-Up = 6pm Saturday – 9am Sunday, 6pm Sunday – 7am Monday, 6pm Bank Holiday Monday– 7am Tuesday. Specified days (prenotified) at Christmas & Easter

** Those requiring access must already be authorised by Head of School / Centre to work 'Out of Hours'