This document lists the items to be noted, checked, remembered, and delivered when completing a project, planned maintenance or urgent works that could cause detriment to the community.

Please fill in Part 1 and Part 2 (if applicable) with as much relevant information as possible and return to the Facilities Support Services Team . They will disseminate wider communications once the project manager/instigator of works has carried out their initial stakeholder engagement**.**

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| **PART 1 – this section is to be completed by the Project Manager or instigator of the works.** Please ensure a two-week notice period to allow sufficient communications to be circulated. |
| **1.**  | **Name of Project Manager responsible/instigator of works** |
|  |
| **2.** | **Date form submitted** |
|  |
| **3.** | **Proposed works taking place** |
|  |
| **4.** | **Reasons for work to be undertaken** |
|  |
| **5.** | **Proposed dates and times of working taking place** |
|  |
| **6.** | **Proposed alternative dates** |
|  |
| **7.** | **Works have been checked against University key dates to ensure they are viable*** [The University calendar and University Events calendar](https://www.essex.ac.uk/governance-and-strategy/governance/university-calendar)
* [The register of critical periods (currently produced by DITS)](https://www1.essex.ac.uk/it/restricted/critical-periods/)
 |
| I confirm that I have checked against the above calendars and register. Yes [ ]  |
| **8.** | **Who is carrying out this work?** |
| Internal team [ ] External contractor [ ]  - please fill in the belowName of contractor:Project lead:Contractors contact details *(For emergencies only):* |
| **9.** | **Please provide any contingency measures if works are extended or delayed** |
|  |
| **10.** | **The precise location of works taking place (please provide as much detail as possible)** |
|  |
| **11.** | **Identify and list what service areas/departments/sections will be affected by these proposed works (e.g. Essex Food, SU, WHH, Access Forum, etc.)** |
|  |
| **12.** | **Identify and list the impact this work will have on users and any proposed mitigating measures (e.g. noise levels, restricted access, power, water etc.)** |
|  |
| **13.** | **Adequate consultation in accordance with point 10-13 has been made with all relevant technical teams (e.g. Estates in-house teams, external contractors employed by Estates, Asbestos Manager, University Fire Safety Manager, Health & Safety, IT Services, etc.), internal and external to the Section** |
| [ ]  Yes - please list below [ ]  NoAreas contacted: |
| **14.** | **Adequate consultation has taken place with those that are directly affected by these proposed works** |
| [ ]  Yes - please list below [ ]  NoContact names and dates when consultation has taken place: |
| **15.** | **Will you require the Facilities Support Services team to carry out any further communications with stakeholders? (i.e. regular updates during long-term projects)** |
| [ ]  No[ ]  Yes – if yes please complete below**How often will the university community need to be contacted?****How will the Facilities Support Services team be kept updated? Please state below:** |

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| **PART 2 – KEY DATES** Please only complete if your project/work takes place on any of the below key university dates. Tick any dates that works will take place on: |
|  | **Date** | **Activity** |
|[ ]  18/08/2025 – 12/09/2025  | Resit Exams  |
|[ ]  08/11/2025 | Open Day (Saturday) |
|[ ]  29/09/2025 - 03/10/2025 | Main Registration  |
|[ ]  29-30/09/2025, 03/10/2025 | Welcome Village  |
|[ ]  26/09/2025 | Loughton Registration and Welcome Village |
|[ ]  30/09/2025 - 03/10/2025 | Southend Registration and Welcome Village  |
|[ ]  01/10/2025 | Part Time Job Fair (note: not a core activity) |
|[ ]  03/10/2025 | Fresher's Fair (note: not a core activity) |
|[ ]  06-10/10/2025 | Late Registration |
|[ ]  11/10/2025 | Southend Open Day |
|[ ]  25/10/2025 | Loughton Open Day |
|[ ]  08/11/2025 | Open Day |
|[ ]  15-19/12/2025 – rooms TBC | Study Abroad Exams (in-person and online) |
|[ ]  02-03/01/2026 – rooms TBC | January Arrivals  |
|[ ]  02-10/01/2026 – rooms TBC | January Exams (in-person and online) |
|[ ]  21/02/2026 | Offer Holder Day  |
|[ ]  11/03/2026  | PG Open Evening  |
|[ ]  18/03/2026  | PG Open Evening  |
|[ ]  21/03/2026 | Offer Holder Day  |
|[ ]  08/04/2026 | Offer Holder Day / Mini Open Day |
|[ ]  23/04/2026-09/05/2026 – rooms TBC | Early Exams (Hybrid online and in person) |
|[ ]  29/04/2026  | Derby Day (note: not a core activity) |
|[ ]  02/05/2026 | Offer Holder Day |
|[ ]  02/05/2026 | Offer Holder Day (Southend) |
|[ ]  11-30/05/2026 – rooms TBC | Summer Exams (Hybrid online and in person) |
|[ ]  16/05/2026 | Offer Holder Day (Loughton) |
|[ ]  10/06/2026 | UCAS 2025 |
|[ ]  20/06/2026 | Open Day |
|[ ]  25/06/2026 | Annual Meeting & Summer Reception |
|[ ]  13-17/07/2026 | Summer Graduation  |
|[ ]  13-17/08/2025 | Hot Clearing |
|[ ]  13-18/08/2026 | Clearing tours of Campus |
|[ ]  15/08/2026 | Clearing Open Day  |
|[ ]  17/08/2026-12/09/2026 – rooms TBC | Resit Exams  |
|[ ]  18-19/08/2026 | Southend Clearing Open Days |
|[ ]  19/09/2026 | Open Day  |

|  |  |
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| **16.**  | **Please detail the impact that your proposed works will have during the time of the key event and what additional measures would be introduced to mitigate impact:** |
|  |

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| PART 3 – APPROVALTo be completed by the Chief Compliance Officer  |
| Approved: | [ ]  Yes[ ]  No |
| **Signature:** |  |
| **Date:** |  |

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| **Communications Management Document Checklist** |
| **When to contact the** **Facilities Support Services team** * **When work is “urgent” or “unplanned”,** please raise to the Helpdesk immediately.
* **When skips or compounds are required**, the project manager/instigator of work needs to liaise directly with the Helpdesk.
* **When contractors need a parking space underpodia** the Helpdesk must be contacted urgently. Contractors should make use of surface-level car parks in the first instance. All vehicles must be registered through the Helpdesk.
* **When signage needs to be created**. The project manager/instigator of work needs to raise a call log with the helpdesk requesting signage. A further call log will need to be raised with the porters if the PM/instigator of works requires assistance for installing and removing signage.
 |
| **Who else might project managers need to speak to?*** The Security and Safety team or the impacted department can support in locking off areas for the duration of works. (e.g. locking of launderette door during a water shutdown).
* The Accommodation team can support if you are working in accommodation areas and let you know if there are time restrictions you need to be aware of, and/or if under 18s are staying in Accommodation.
* If you are working in PC Labs or bookable teaching rooms, DITS and/or the Central Timetabling and Room Booking team must be informed.
 |
| **Is work being undertaken over core activities?*** Ensure that you have completed PART 2 of this form
* Liaise with the Compliance and Core Activities Coordinator
* Have you also checked the most up to date version of the [Key Date Calendar](https://www.essex.ac.uk/staff/building-and-maintenance-services/building-works-at-colchester-campus)?
 |