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](mailto:ems-helpdesk@essex.ac.uk) . 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 below  Name 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  No  Areas contacted: |
| **14.** | **Adequate consultation has taken place with those that are directly affected by these proposed works** |
| Yes - please list below  No  Contact 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:** |
|  | |

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

|  |
| --- |
| **Communications Management Document Checklist** |
| **When to contact the** [**Facilities Support Services team**](mailto:ems-helpdesk@essex.ac.uk)   * **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](mailto:patrol@essex.ac.uk) 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](mailto:accadmin@essex.ac.uk) 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](mailto:dits@essex.ac.uk) and/or the [Central Timetabling and Room Booking team](mailto:rooms@essex.ac.uk) 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](mailto:ems-ops-comms@essex.ac.uk) * 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)? |