**LOCK OUT PROCEDURE**

* If you should be locked out of your flat/house/room during office hours, please contact the Accommodation Department on ext. 2015 who will arrange for you to be let back in, at a charge of £15\*.
* If you should be locked out of your flat/house/room out of hours please contact the Security Team (via Switchboard) who will let you back in, at a charge of £15\*. (you may have to wait until the Security Team are available due to other demands of the Trust) – a lock out form will need to be completed – see below.



I understand that there is a standing charge of £15.00 which will be deducted from my salary or invoiced to me, for the service of letting residents into their accommodation on the Salisbury District Hospital site.

|  |  |
| --- | --- |
| DATE | TIME |
| RESIDENCE | ROOM NUMBER |
| NAME OF RESIDENT |  |
| SIGNATURE OF RESIDENT |  |
| NAME OF MEMBER OF STAFF LETTING IN RESIDENT |  |

## The Member of staff has been instructed not to effect entry until this form has been filled in and signed. **THE FEE OF £15.00 WILL BE DEDUCTED FROM SALARY OR INVOICED TO ME AT A LATER DATE.**

If you have any queries or problems, please contact the Accommodation Dept