

# **FACILITIES AND LOGISTICS ANNOUNCEMENTS**

## **LOAD SHEDDING (POWER CUTS)**

The AIMS main building is equipped to power up necessary lighting (passages, etc.), dedicated plugs in the main computer lab and the main lecture Hall.

## **CATERING**

Please see attached menu. During load shedding periods menu might change.

## **STUDENTS ASSISTANTS**

You may contact any of the student assistants should you need any assistance (contact details are on the notice boards). If they are unable to assist they will refer you to the relevant department/staff member.

## **ADAPTORS**

AIMS does not supply adaptors.

## **VISITORS**

We do not allow visitors.

## **ACCESS CONTROL**

- Please do not let people other than yourself into the building. Ignore the front door. Staff will attend to official visitors.
- Notify the facilities staff if you have misplaced/lost your key and/or access tag. We need to deactivate your tag immediately.

## **SAFETY ISSUES**

- It is not safe to walk around alone outside at night.
- Please take care when using any of the ATM's at the Checkers complex.
- The building is equipped with an automated and integrated fire detection and evacuation system. Please familiarise yourself with the location of emergency exits.
- Emergency exit doors are linked to a burglar alarm. Only open these doors in an emergency situation.
- No smoking and no heaters allowed in the building.

## **SMOKING AND LIQUOR POLICY**

- All AIMS buildings are smoke and liquor free buildings.
- Smokers are requested to use the parking area and not the front entrance of the buildings.

## **MEDICAL EMERGENCY**

In case of a medical emergency, please contact the Facilities & Logistics Manager, Mr Igsaan Kamalie. Use the Facilities office phone and dial 9338 or 0722165628. Please note all medical costs will be borne by the delegate and not AIMS.

## **MEALS**

	<b>Mon – Fri</b>	<b>Weekend</b>
Breakfast	07:45 – 08:30	08:00 – 09:00
Lunch	13:00 – 13:30	13:00 – 13:30
Supper	18:00 – 18:30	18:00 – 18:30

## **LAUNDRY**

**No laundry service available**

Igsaan Kamalie  
Facilities & Logistics Manager