

Subject: After-Hours Access Changes – South Campus Facilities

From: Campus Security Operations

To: Faculty and Administrative Staff

Date: 9 November 2017

Dear Colleagues,

Due to increased activity and construction in the South Campus zone, we are adjusting building access protocols during **evening and weekend hours**, effective Monday, 13 November.

Key Changes

- Doors will auto-lock from 18:00 onward
- Badge entry is still available for all registered staff
- Visitors must be signed in at the new reception kiosk

Please contact security@university.edu if you require expanded access permissions for special projects or field work preparations.

Thank you for your cooperation,

Stefan Kohlmann

Head of Campus Security