



Out of hours access to the MI

To access the building out of hours in addition to a valid card you also need a pin number. You can find out details of a default pin number and how to set a personal pin number at

<https://www.maths.ox.ac.uk/members/building-information/opening-hours-access-control>

Generally we would encourage you to set a personal pin rather than rely on the default one.

Please also remember one of the biggest risks to building security is people who tailgate through access control points. If people you do not recognise are asking you to let them through a door or tailgating in behind you then please politely ask them to confirm they are a member of the department by showing you their university card (and if unsure then that they use their own card to open the door).

The more public mezzanine areas of the building are only open to the wider university when the building is open so people should never need to ask to be let in to reach such facilities (unless they have accessibility needs in which case they would normally ask at reception).

Whilst some people will invariably treat the entrance foyer as a convenient cut through this should not really happen so if someone is asking to be let in out of hours simply to cut through the building then please ask them to go around (as they should even do when the building is open).

Dr Keith Gillow