Availability of Services during Curtin’s extended closedown period 2017-2018

If your department requires services at times other than those outlined below between 15 December 2017 and 7 January 2018 (inclusive), please contact our Service Coordination Centre (scc@curtin.edu.au or ext. 2020) by Friday 1 December 2017. We will do our best to accommodate your requests.

We would like to thank the Curtin Community for their continued support during 2017 and wish everyone a safe and happy holidays.

Properties, Facilities & Development

Properties, Facilities & Development Services

Cleaning Services
Normal cleaning services will occur up to and including Friday 15 December 2017, and will resume on Monday 8 January 2018.

Rooms that have room bookings (Summer School for example) will be cleaned as normal.

Cleaners will be on campus during the extended closedown period for periodical cleaning (carpets, cobwebs etc).

Please call ext. 2020 by 8 December 2016 to pre-arrange cleaning during the extended close-down period.

Please call ext. 2020 for cleaning requests during extended closedown period.

Road Entries
All entrances and campus roadways will be closed on 25 December as required to keep the private road status.

Mail Services
The last internal mail delivery will be conducted on the morning of Thursday 14 December 2017.

There will be no mail services from 15 December 2017 to 5 January 2018. Normal services will resume on Monday 8 January 2018.

Please call ext. 2020 by 8 December 2016 if you will have special requirements during the extended close-down period.

Maintenance (Rapid Response): Electrical, Plumbing, Mechanical and Buildings
Normal services will cease at midday Thursday 14 December 2017 and resume on Monday 8 January 2018.

Please call ext. 2020 for urgent requests during the extended closedown period.

Parking
The Parking Office will be closed from midday Thursday 14 December 2017 and will resume normal services on Monday 8 January 2018.

Parks and Gardens
Normal services will cease at midday Thursday 14 December
<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Horticulture; Turf and Irrigation</strong></td>
<td>2017 and will resume Monday 8 January 2018. Lawn mowing will continue during the extended closedown period. Please report irrigation faults via ext. 2020 during the extended closedown period.</td>
</tr>
<tr>
<td><strong>Permits and Isolations</strong></td>
<td>All work permits must be lodged and approved by Friday 8 December. Planned and approved isolations will be undertaken between 11 and 22 December 2017, and between 2 and 5 January. There will be no isolation service between 25 and 29 December 2017 except in the case of an emergency.</td>
</tr>
<tr>
<td><strong>Public Places</strong></td>
<td>Normal services will cease at midday Thursday 14 December 2017 and will resume Monday 8 January 2018. Some services will be provided to support Summer School student activities.</td>
</tr>
<tr>
<td><strong>Courier and Logistics</strong></td>
<td>No items will be received after 13 December and no items will be delivered after midday 14 December. Normal services will resume on Monday 8 January 2018.</td>
</tr>
</tbody>
</table>
| **Security**                             | The Safer Community team will continue to provide a 24/7 service. Please call ext. 4444 for assistance.  

**All buildings will be locked from Friday 15 December 2017 to Monday 8 January 2018.** If you plan on coming to campus during the extended closedown period, please confirm with the Safer Community team prior to 15 December that your ID card permits holiday access. If you then come to campus during the extended closedown period please ensure that you bring your Curtin ID card to access your building.  

Buildings that have room bookings (Summer School for example) will be opened as requested in the room booking. |
| **Service Coordination Centre**          | The Service Coordination Centre will be closed from Friday 15 December 2017 and will resume on Monday 8 January 2018. However, all calls to ext. 2020 during this period will be diverted and answered by an appropriate team member. |
| **Public Transport**                     | The neighbouring suburbs CABS routes will end on Friday 24 November. The CABS route to Technology Park will operate until 5pm from Monday 27 November to Thursday 14 December 2017 when services will cease for the closedown period. Services will resume 8am to 5pm from Monday 8 January 2018 to Thursday 24 January 2018. Normal operating hours (7am to 7pm) will recommence on Monday 29 January 2018. KIP the autonomous bus will not operate from 14 December 2017 to 29 January 2018. |
Please note that Transperth public transport operates reduced services as per public holiday timetable.

**Waste Management**
The last campus waste collection prior to the extended closedown period will be undertaken on the morning of Friday 15 December 2017. Normal services will resume on Monday 8 January 2018.

Please call ext. 2020 for urgent requests during the extended closedown period.

**Non-Bentley Campuses**
All non-Bentley campuses will be closed 15 December 2017 – 7 January 2018 inclusive.

Please call ext. 2020 for urgent requests during the extended closedown period.

**Non-Curtin Bentley Buildings (eg B500 ChemCentre)**
Please call ext. 2020 for urgent requests during the extended closedown period.

**Non-Curtin Operations**
Curtin College will be closed from 18 December 2107 to 2 January 2018. Some staff will be present over the extended closedown period except for public holidays.

**Other Services**

**Cafes & Catering**

<table>
<thead>
<tr>
<th>Cafe/Location</th>
<th>Operating Hours</th>
<th>Closing Date</th>
<th>Reopening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AngaZi</td>
<td>Operating Hours: Monday – Friday / 8.00am – 3.30pm</td>
<td>Closing Wednesday 20 December</td>
<td>Reopening Wednesday 3 January 2018</td>
</tr>
<tr>
<td>Aroma B200B and B500</td>
<td>Operating Hours: Monday – Friday / 7am – 4.00pm</td>
<td>Closing Friday 15 December</td>
<td>Reopening Monday 8 January 2018</td>
</tr>
<tr>
<td>Basement Café</td>
<td>Operating Hours: Monday – Friday / 7.30am – 4.00pm</td>
<td>Closing Wednesday 14 December</td>
<td>Reopening Monday 3 January 2018</td>
</tr>
<tr>
<td>Bookmark Café</td>
<td>Operating Hours: Monday – Friday / 8.30am – 4.00pm</td>
<td>Closing Wednesday 14 December</td>
<td>Reopening Monday 8 January 2018</td>
</tr>
<tr>
<td>Bubble Lab</td>
<td>Operating Hours: Monday – Friday / 10.00am – 4.00pm</td>
<td>Closing Friday 24 November</td>
<td>Reopening Monday 19 February 2018</td>
</tr>
<tr>
<td>Café Concept</td>
<td>Operating Hours: Monday – Friday / 7.30am – 2.30pm</td>
<td>Closing Friday 15 December</td>
<td>Reopening on Monday 8 January 2018</td>
</tr>
<tr>
<td>Common Ground</td>
<td>Operating Hours: Monday – Friday / 7am – 4.00pm</td>
<td>Closing Friday 15 December</td>
<td>Reopening Monday 8 January 2018</td>
</tr>
<tr>
<td>George’s Shishkebabs</td>
<td>Operating Hours: Monday – Friday / 9.30am – 2.00pm</td>
<td>Closing Friday 15 December</td>
<td>Reopening Monday 8 January 2018</td>
</tr>
<tr>
<td>Hot Stuff</td>
<td>Operating Hours: Monday – Friday / 9.00am – 4.00pm</td>
<td>Closing Friday 24 November</td>
<td>Reopening Monday 19 February 2018</td>
</tr>
</tbody>
</table>
Kirribilli Catering
Available for catering until Thursday 14 December 2017
Office will be available for bookings from 8 January 2018
Catering available for delivery from Wednesday 10 January 2018

Main Café
Operating Hours: Monday – Friday / 11.00am – 3.00pm
Closing Friday 14 December 2017
Reopening Monday 29 January 2018

Simply Delicious
Operating Hours: Monday – Friday (open at 6.30am)
Closing Wednesday 20 December 2017
Reopening Monday 8 January 2018

The Tav/Bistro
Operating Hours: Monday – Thursday / 10.00am – 3.30pm, Friday / 10am - 5.30pm
Closing Friday 15 December 2017 @ 6pm
Reopening Monday 8 January 2018

Vege Patch Café
Operating Hours: Monday – Friday / 7.30am – 2.30pm
Closing Friday 15 December 2017
Reopening on Monday 8 January 2018

Food Trucks
Food trucks will not be on campus during the extended closedown period, schedule will otherwise resume as normal.

Retail / Commercial Outlets

| Fringe Benefits (hairdresser) | Operating Hours: Monday-Friday / 8.30 – 5.30pm, Thursday / 8.30 - 8.00pm, Saturday / 8.30 – 4.30pm
| G-Mart | Operating Hours: Monday – Friday / 10.00am – 2.00pm
| Guild Copy and Design Centre | Now part of G-Mart
| NTEU | Operating Hours: Monday – Friday / 9.30am – 3.00pm
| STA Travel | Operating Hours: Monday – Friday / 9.00am – 5.00pm
| The Co-op | Operating Hours: Monday – Friday / 9.00am – 4.00pm
| Yu Print It | Operating Hours: Monday – Friday / 8.30am – 3.30pm

Guild Reception
Operating Hours: Monday – Friday / 9.00am - 4.30pm
Closing Friday 22 December 2017 @ 12pm
Reopening Monday 8 January 2018