

# 2020/2021 Berkeley Castle – Holiday Building Hours

**Please ensure that any of your staff working over the holidays are made aware of the following:**

The Management Office will close:  
12pm on Friday, December 18, 2020 and will reopen  
Monday, January 4, 2019 at 12:00 pm.

To ensure the security of the property during the holiday season, access will be as follows;

## **All Doors and Gates will be locked from:**

Thursday, December 24, 2020 at 5pm until  
Tuesday, December 29, 2019 at 7am

Thursday, December 31, 2020 at 5pm until  
Monday January 4, 2021 at 7am.

Should you require assistance and or access to the building over the holidays, our on-duty staff member can be reached at **416-366-3704.**

Please remind your staff, that if they are coming to work over the holidays, and do not have a front door key, they need to call to get one of our on-duty staff to let them into the building. They should also make sure they have their suite key, as our staff will not let anyone into a suite.

**For fire safety regulations and security reasons we ask that every person entering either building during the holiday period to please sign and sign out of the registry book in the main lobby at 2 Berkeley.**