

2014/2015 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 at noon on Wednesday December 24th and will reopen Monday, January 5, at 9:00 am.

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.

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

Wednesday December 24 @ 6pm to Monday December 29 @ 7am:

All doors and gates will be closed (like on weekends) access only by key in the lobby @ #2.

December 30 & 31:

Gates will remain locked; lobby doors will be unlocked during the day.

Wednesday January 1 to Monday January 5 @ 7am:

All doors and gates will be closed (like on weekends) access only by key in the lobby @ #2.

As per fire safety regulations and security reasons every person entering either building during the holiday period must sign in and sign out of the registry book in the main lobby at 2 Berkeley.