

Access FROM West Wing Level LG2 to Levels 5 & 6 (University departments ONLY)

1. Enter the Hospital at the WEST WING ENTRANCE.
2. Turn to your immediate right and follow the walkway alongside the windows (past Pret a Manger on the left) to the LOWER GROUND 2 lifts (there are two lifts) on the right hand corner. (If you enter the Hospital at the CHILDREN'S HOSPITAL ENTRANCE these lifts will be on your left when you come in).
3. Enter the LIFTS and get off at LEVEL 2 – you cannot go any further.
4. Upon exiting the LIFT pass through a set of double doors directly ahead of you and then take an immediate left into the corridor.
5. Follow the corridor along to another set of double doors on your left signed '**West Wing – Staff Only**' - the main link to the main hospital will be behind you when you face the double doors.
6. Press the intercom on the left hand side of the double doors and announce who you are, your company and who you are coming to see – Level 6 Reception will then let you through.
7. Walk straight ahead once you've been buzzed in and go through the second set of double doors - turn right into the main corridor (do **NOT** use the single lift in the corner between the two sets of double doors as this is for equipment only) and then first RIGHT again in the main lift lobby.
8. Take one of the lifts up to LEVEL 6.
9. At LEVEL 6, press the intercom system at the LEVEL 6 ENTRANCE and you will be allowed into reception. You must sign in and on leaving, make sure you sign out again.

Access FROM John Radcliffe Main Hospital to West Wing Levels 5 & 6 (University departments ONLY)

1. Enter the Hospital at the MAIN HOSPITAL ENTRANCE, LEVEL 2.
2. Pass the Main Reception Desk and proceed in a straight path towards THE CHILDREN'S HOSPITAL/ WEST WING as per signage.
3. Proceed past the League of Friends café and continue on straight ahead.
4. Eventually you will be facing a set of double doors with '**West Wing – Staff Only**'.
5. Press the intercom on the left hand side of the double doors and announce who you are, your company and who you are coming to see – Level 6 Reception will then let you through.
6. Walk straight ahead once you've been buzzed in and go through the second set of double doors - turn right into the main corridor (do **NOT** use the single lift in the corner between the two sets of double doors as this is for equipment only) and then first RIGHT again in the main lift lobby.
7. Take one of the lifts up to LEVEL 6.
8. At LEVEL 6, press the intercom system at the LEVEL 6 ENTRANCE and you will be allowed into reception. You must sign in and on leaving, make sure you sign out again.