### 3.21 Campus & Car Park Lighting – Emergency Over-ride

**Purpose**

*Campus and Car Park Lighting schedules are not to be overridden unless authorised by the Property Technical Services.*

**Guideline**

The *Over-Ride Switch* in the Security Control Centre is only to be activated in the event the automated system fails to activate the lights as programmed.

The switches are on the South wall of the Security Control Room.

**AL1 - Area Lights 1:** Controls all the tall pole lights throughout the Campus and outer lights in Under Cover car parks.

**AL2 - Area Lights 2:** Controls inner lights in car parks and under cover areas.

The emergency over-ride is NOT to be activated unless authorised by a member of the Property Technical Services team.

Should the lights fail to come on at sundown the following action should be taken:

1. Contact Property afterhours Supervisor – explain situation
2. Afterhours Supervisor will give authority to override the automatic lighting system
3. Override the System
4. Log actions into the Daily Events Log
5. If manually activated: Ensure lights are not left on after sunrise.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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