<table>
<thead>
<tr>
<th>Purpose</th>
<th>To ensure the correct procedure is followed when issuing items left for collection at the Control Centre.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guideline</td>
<td>There are occasions where University staff members leave items at the Security Control Centre to be collected by another staff member or visitor. These items are usually;</td>
</tr>
<tr>
<td></td>
<td>• Keys left by the University Locksmith for staff</td>
</tr>
<tr>
<td></td>
<td>• Scratch Parking Permits left for visitors</td>
</tr>
<tr>
<td></td>
<td>• Exam Booklets</td>
</tr>
<tr>
<td></td>
<td>• AVTS Equipment</td>
</tr>
<tr>
<td></td>
<td>• Access Cards/Fobs</td>
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<tr>
<td>On Receiving items from a staff member, the Control Centre Operator will ask the person leaving the item to complete the ‘Items for Collection’ Diary. Details in the Diary include;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Date left</td>
</tr>
<tr>
<td></td>
<td>• Time Left</td>
</tr>
<tr>
<td></td>
<td>• Name of person leaving item</td>
</tr>
<tr>
<td></td>
<td>• Telephone number</td>
</tr>
<tr>
<td></td>
<td>• Department</td>
</tr>
<tr>
<td></td>
<td>• Item left</td>
</tr>
<tr>
<td></td>
<td>• Name of person collecting item</td>
</tr>
<tr>
<td></td>
<td>• Telephone number of person collecting item</td>
</tr>
<tr>
<td>Once item is received the Control Centre Operator will call the person for whom the item has been left and inform them that the item is at the Security Control Centre. On collection, the collector of the item will complete the ‘Items for Collection’ Diary noting the following;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Date item collected</td>
</tr>
<tr>
<td></td>
<td>• Time item collected, and</td>
</tr>
<tr>
<td></td>
<td>• Their signature</td>
</tr>
<tr>
<td>The Control Centre Operator will then witness these details by signing the ‘items for Collection’ Diary.</td>
<td></td>
</tr>
<tr>
<td>NOTE: If an item is not collected within 7 days it will be returned to the person who dropped it off</td>
<td></td>
</tr>
<tr>
<td><strong>Contact Officer</strong></td>
<td><strong>Campus Security Manager</strong></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td><strong>Director, Property</strong></td>
</tr>
<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td><strong>Security Services Section – Standard Operating Procedures</strong></td>
</tr>
<tr>
<td><strong>Next Date of Review</strong></td>
<td>1 July 2013</td>
</tr>
</tbody>
</table>