### 4.5 Opening – Central Precinct

**Purpose**

To ensure a system of opening that facilitates the needs of the University.

**Guideline**

**DURING SEMESTER**

All main external doors to all buildings are monitored by electronic access control (Cardax). The Area Security Officer is to ensure that all buildings containing CAP Rooms (teaching rooms) are opened by 0700, Monday to Friday.

During weekends, the Area Security Officer will be given direction by the Control Centre Operator as to which building to open, as provided on the ‘Daily Sheets’, which are provided by Property Space Planning.

Buildings within the Central Precinct are;

- S1A – Gumnut Cottage (Child Care Centre)
- C3C – University Library
- C3A - Admin/Teaching Building (Human Science)
- C3B – Admin/Teaching Building (Human Science)
- C4A – Admin/Teaching Building (Human Science)
- C4B – Human Resources
- C5A – Admin/Teaching Building (Human Science)
- C5B – Admin/Teaching Building (Human Science)
- C5C – Admin/Teaching Building (Also contains Computer study Labs)
- C7A – Old University Library (Not currently in use)
- C8A – Admin Building (Contains Campus Wellbeing & Academic Programs Section)
- C9A – Admin Building (Contains Social Inclusion Department)
- C9B – Admin Building (Contains Chaplaincy)

**Keys Required**

C3A, C4A, C5A, C5C are all on the Cardax system.

X8 Internals

X3 Internals Lincoln Building C8A
SEMESTER BREAKS/PUBLIC HOLIDAYS/CONCESSION DAYS

Only buildings and rooms that are placed on the ‘Daily Sheets’ provided by Property Space Planning will be opened during semester breaks, public holidays and concession days.

Persons who do not have the necessary access (via their Campus Card) who wish to enter buildings during this time may do so, only after receiving prior permission by their Head of Department or their representative.

This permission will be provided to the Control Centre Operator by either the Campus Security Manager or Campus Security Operations Coordinator ONLY.

<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>
</tr>
<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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