GUIDELINE

4.7 Opening – Eastern 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 eastern Precinct are;
- E3A – Admin/Teaching Building (Contains SIBT & Macquarie International)
- E3B – Admin/Teaching Building (Contains SIBT & Macquarie International)
- E4A – Admin Building (Business & Economics)
- E4B – Teaching (Business & Economics)
- E5A – Admin/Teaching Building (Science)
- E6A – Admin/Teaching Building (Science & Informatics)
- E6B – Admin/Teaching Building (Science & Informatics)
- E6C/E6D/E6E – Demountable Admin Buildings (Science)
- F5A – Contains Science Bio-Lab on Rooftop
- E7A – Admin/Teaching Building (Science)
- E7B – Admin/Teaching Building (Science-Also contains Graduation Hall)
- E8A/E8B/E8C – Admin/Teaching Buildings (Science)
- F7A – Science Sheds
- F7B – Admin Building (Science)
- F9A – Admin Building
- F9B – METS Workshop
- F9C – Teaching Building
Keys Required

3099 – Plant Rooms
3549 – E12A Plant Room
GMK – (Grand Master Key) 75 Talavera Road
QMK – Padlocks
Q190 – Bollards
X5 – Classrooms
X36 – Classrooms
Bi-Lock Keys – Used when Cardax fails

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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</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures,</td>
<td>Security Services Section – Standard</td>
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<tr>
<td>Guidelines, Forms or Templates</td>
<td>Operating procedures</td>
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<tr>
<td>Next date Of Review</td>
<td>1 July 2013</td>
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