# 11.4 Duties – E11A Opening and Closing

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The Security Services Officer is to open and secure the E11A building at the appointed times.</th>
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| Guideline | **Open Up Procedures**  
0700 Monday to Friday  
- Open building; turn on lights in hallways, room 109 and the VC area only.  
- All offices in the VC area are to be unlocked. Do not turn light on in the offices in the VC area.  
- Do not unlock the VC office.  
0900 Saturday  
- All areas and offices are to remain closed unless otherwise advised. Main entry is to say on locking mode. |
| Guideline | **Lock Up Procedures**  
1700 Saturday.  
1830 Monday to Friday.  
- Commence the E11A lock down patrols.  
- If the VC is still present, do not interrupt and leave the offices unlocked. Advise the Security Control Room (x7112) that the VC is still in the building.  
- If the VC has departed, turn off all lights and ensure that the area is secured and the intruder alarm is set.  
- Check that all office doors are locked and lights are switched off.  
- Every door in the building is locked except the kitchens and photocopying rooms.  
- Turn off hallway lights. Switches are located in the main hallways, next to the security desk, and in cupboards, marked “electrical”, at the eastern end of the hallways.  
- Politely and discretely advise any person remaining in the building that you are about to depart, and request that they advise the Security Control Room Operator (x7112) |
on their departure so that the building can be secured.

- Advise the Control Room Operator of any persons remaining in the building after departure of security officer.

1700   Saturday.
1900   Monday to Friday.

- If E11A is vacant arm the building alarm system.
- The Main Entry doors to E11A will lock automatically at approximately 1900 hours. Remain at E11A until the doors lock and check that they lock securely before departing.

**Contact Officer**  
Campus Security Manager

**Date Approved**  
1 July 2012

**Approval Authority**  
Director, Property

**Related Policies, Procedures, Guidelines, Forms or Templates**  
Security services section – Standard Operating Procedures

**Next date of Review**  
1 July 2013