6.16 Graduation Set Up End of Day

Purpose

Security Services will ensure that the Graduation Hall is set up as required

Guideline

At the end of each Graduation Day the following is to take place:

- The Ceremonial Mace is to be placed in its protective box and secured within the Graduation Store Room.
- The Vice Chancellors Chair is to be returned to the Graduation Store Room, placed within its protective box and secured.
- The First Aid Kit and Automatic Defibrillator are to be collected by the ROMEO guard and transported to the Security Control Centre.

Contact Officer

Campus Security Manager

Date Approved

1 June 2012

Approval Authority

Director, Property

Related Policies, Procedures, Guidelines, Forms or Templates

Security Services Section – Standard Operating Procedures

Next Date of Review

1 June 2013