BUILDINGS & PROPERTY AFTER HOURS CONTRACTOR ACCESS GUIDELINES

Introduction
These Guidelines are to assist in the management of after hour’s access to University Property. The guidelines cover ‘setting up’ for campus events, authorised contract building or site works and university maintenance staff requiring building access. Written notification for access must be provided to Security 24 hours prior to requiring after hours access.
This notification can be provided via Email: security@flinders.edu.au or Fax 8201-5365 / Ext.15365.

Before security can provide access:
• The written notification must include:
  ❖ name(s) of the person(s) & the company requiring after hours access
  ❖ required date(s) of access
  ❖ the area for the work being undertaken
  ❖ and the approximate duration of the work
• All contractors must have completed the Buildings & Property contractor induction and have a signed copy of their current certificate with them when they come to site, be registered on the contractor induction data base and carry proof of identity.
  If there is no proof of identity and induction no access will be granted.
• The person authorising the work to be undertaken must inform security what building access card number(s) are required to be activated prior to persons coming to site.
• All contractors must sign in and be issued with an authorised contractor badge and an access card (if required).
• The contractor badge and any access cards must be returned to security and the person(s) must sign out before leaving the university.

Contacting Security
When arriving on campus, contact security on Ph 8201-2880 or use the security phone located adjacent to the building entry doors.

Permits
Before the commencement of any building or site works, the responsible person and contractor shall arrange for all necessary permits for the work/s being undertaken.
Security must be informed of any fire zones required to be isolated and the nature of the work to be carried out. The contractor must have all permits authorised prior to commencement of any works or fire zone isolation.

Security will not provide access to the following areas unless prior approval has been given in writing by the following authorised persons:
• Electrical switchboards – Electrical Supervisor or Maintenance Manager
• Roof access – Maintenance Operations Supervisor or Maintenance Manager
• Water tank compound – Maintenance Operations Supervisor or Maintenance Manager
• University Computer Room – Mark Legg or Mike Wiseman – Communication Services. In an emergency contact Wayne Jones, Steve Norris or Steve Cox