



## Building & Facilities Services Guidelines for Staff and Students 2013

Updated March 2013

FoS Buildings & Facilities Services assist with anything at all to do with the buildings and infrastructure:

- **Keys & Locks** – Issuing of staff and student keys, door rekeying, tracking of key & swipe ownership
- **Building Access** – smart card activation and update of individual access permissions
- **Cleaning** - Issues, special cleans. Cardboard, E-waste, confidential waste and unwanted furniture removal
- **Electrical** - power points, switches, lights etc.
- **Plumbing** – leaks, floods, lack of water
- **Air Conditioning**- too hot, too cold, not working
- **Room Refurbishments**- Quotes, plumbing, electrical, structural, painting
- **Building Repairs** - or hanging whiteboards or notice boards
- **Phone** – New lines, ISD STD

**All requests need to come through the Building and Facilities Service desk:**

Found here: <http://web.science.mq.edu.au/intranet/facilities/>

**Note:**

- All access requests (ie keys or Cardax), need to be accompanied by the *FoS Application for building access form* found here: [http://facilities.science.mq.edu.au/application\\_for\\_access.pdf](http://facilities.science.mq.edu.au/application_for_access.pdf) (this form needs to be included with the request to ensure relevant authorizations' are in place before access can be issued)
- Relevant Department account codes are required for any charge back items (see list below)
- Please note: Their first access card is free, if you loose the card or break it, the replacement will cost them \$25. Any lost stamped keys \$15, Bio-loc keys \$30 & locker keys \$5.

This fee must be paid to university cashier acc # 401100024802.

The receipt must be returned to me before fob or keys are replaced.

.Keys or building swipes are not to be passed on to anyone else. When students or staff leave Macquarie University, these must come back to the Building Services Manager for reissuing.

### **All Signage request direct to METS**

\*Signage- Door names or flag signs

<http://mets.mq.edu.au/requests/>

### **In case of a building service emergency the correct line of contact is:**

Ron Claassens	x8417
Karl Lukezic	x9151
Linda Kerr	x9100
Imtiaz Bhayat	x9561

#### **Last resort:**

Property	x7145
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#### **For out-of-hours emergency:**

Security	x7112
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### **Safety induction**

Depending on the need to access certain areas staff and students may need to be inducted by one or more of these staff:

Chemicals	Jenny Minard	x8169
Radiation	Rob Willows	x8146
Laser Safety	Susan Law	x8126
Bio safety	Elsa Mardones	x8233
Quarantine	Elsa Mardones	x8233
	Russell Field	x8341
Field Work	Craig Angus	x8249
	Russell Field	x8341
	Nigel Wilson	x8333
	Andrew Irvine (marine)	x8218
Dive / SCUBA	Paul McCann	x4078
Sea Water Facility	Andrew Irwin	x8218
E8A-L1-PC2	Elsa Mardones	x8233
E8A-L2-PC2	Marita Holley	x6978

