

KEY AND ELECTRONIC ACCESS REQUEST APPLICATION



This application involves security of University property. Please complete all information requested, failure to do so will delay processing of your request. Please return the original form completed and signed to: 16500@newcastle.edu.au. University Staff are required to complete a Key and Electronic Access Request Application via the Maximo system.

ACCESS REQUIREMENTS

Mechanical Key

Electronic Access

Campus:*

Callaghan Campus

Central Coast Campus

Newcastle City Campus

Other

PERSONAL DETAILS

Tenant

Visitor

Affiliate

Student

TAFE NSW Staff

TAFE NSW Student

Family Name:*

Given Name:*

Email Address:*

Faculty/School:

Phone/Mobile:*

Student No#:

Enrolment:*

Undergraduate

Postgraduate

Research

Not Applicable

Justification
for Access:*

End Date
for Access:*

DETAILS OF KEY AND ACCESS REQUIRED

BUILDING	ROOM DESCRIPTION	DOOR NO.	KEY NO.	TIME	RESTRICTED SPACE	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No

AUTHORISATIONS

Restricted Area approval
from responsible Officer:

SIGNATURE:

APPROVAL

Final approval of this form must be by the Head of the Organisational Unit or TAFE NSW Administration.

Name of Approver:*

Position of Approver:*

Phone/Mobile:*

SIGNATURE:*

Date:*

CONDITIONS OF USE

It is the applicant's responsibility to return each key to Infrastructure and Facilities Services when it is no longer required.

If the key or access card is lost it must be reported to Safety and Security Services immediately.

Callaghan Campus: (02) 4921 5888 Newcastle City: (02) 4921 7962 Ourimbah Campus: (02) 4348 4291

The key or access card must not be lent or shared with other people.

The key or access card must be returned to Infrastructure and Facilities Services and not be passed on to any future occupant.

The key or access card must not be left unattended (on desks or in drawers).

If used after hours ensure all windows and doors are secured and that lights and air-conditioners are turned off when leaving.

At any time usage of an access card can be monitored. Do not allow others to enter the building behind you. Should there be an incident in the building all cardholders shown present by the system will be questioned. Therefore for your own security you need to ensure that you do not allow people to enter behind you, as there will be no system record of them entering the building.

Any changes made to the form must be signed by the approver where the changes have been made. Any forms received that have been changed with no signature will be rejected.

I have read and accept the conditions of use:

SIGNATURE:*

Date:*

Please return this form with all fields completed and signed to Infrastructure and Facilities Services, Services Building or scan to 16500@newcastle.edu.au.

** Fields required to complete this form*