MONASH University

NOTIFICATION OF OUT OF HOURS BUILDING ACCESS

PLEASE SUBMIT ONE FORM PER ACCESS

Please forward this form to reach the Security & Traffic office no later than 2.00pm on the day of access or the working day before if access is required on a weekend or a holiday.

The following personnel / contractors will be present as indicated below and will contact / report to the Security office upon arrival and departure.

1. NAME/S 1. .....ID No. .....

2. .....ID No. .....

3. .....ID No. .....

2. COMPANY .....

3. LOCATION Bldg: ..... Room: .....

4. DAY / DATE Day:..... Date: .....

5. TIME/S: (Approx) Arrive:..... Depart:.....

6. REASON FOR VISIT: .....

SECURITY TO UNLOCK? Bld: ..... Room: .....

RELOCK? Bld: ..... Room: .....

7. AUTHORISATION: Name:.....

Position Title:.....Phone Ext.....

Department: .....

Signature:.....

SECURITY CARD ACCESS INTO BUILDINGS

Bld No: ..... Floor:..... Room: .....Other: .....

Bld No: ..... Floor:..... Room: .....Other: .....

Bld No: ..... Floor:..... Room: .....Other: .....

Start Date: .....Expiry Date: .....

CONTRACTOR IS TO ATTEND SECURITY & TRAFFIC OFFICE TO BE ISSUED WITH SECURITY ACCESS CARD

PRIVACY STATEMENT

Monash University is committed to protecting your privacy. Your personal details are held and used in accordance with the Information Privacy principles of the Information Privacy Act 2000 (Vic). You have a right to access your personal information. For access or inquiries contact the Privacy Officer on 03 99056011.

Office Use Only: ..... **Security Officer:**.....