**Property and Facilities Division**

Office Use Only:

**Form**

After Hours Access & Fire System Isolation Requests

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| **This form MUST be submitted by an authorised officer to UQ Security at** **security@pf.uq.edu.au** **no later than 3pm the day before access or isolations are required. An authorised officer is deemed to be one of the following:****P&F Project Officer, P&F Trade Supervisor or UQ ITS Staff.** |
| **Requirement:** Please Choose...**Date Lodged: Building Name:** |  |  |  |  | **Building Number:** |
| **CONTACT DETAILS** |
| **Contractor’s Company** |  | **Phone** |  | **Email** |  |
| **Contractor Name** |  | **Phone** |  | **Email** |  |
| **UQ Contact** |  | **Phone** |  | **Email** |  |
| UQ Contractor Induction complete? | Yes | No |  |  |  |  |
| **Note: After Hours and Off-campus isolations will incur a Contractor charge.****Rectification of contaminated/damaged/faulty detectors will be at Contractor’s cost.** |
| Date (From-To) | Time From | Time To | Area/Level/Room |
| to |  |  |  |
| to |  |  |  |
| to |  |  |  |
| to |  |  |  |
| to |  |  |  |
| to |  |  |  |
| Is access required on: Saturday? Sunday? Public Holiday?***NOTE: On weekends and public holidays, all Contractors are to contact Security before commencing work to ascertain that fire isolations are in place.***Access is required to the following areas within location above:SERVICES (Switchboard / Plant Rooms / Comms Rooms)HIGH VOLTAGE (HV) *Must be authorised by approved P&F electrical contact* Approval for HV entry given by:DATA ROOMSCHILLER PLANT ROOM *Must be authorised by approved P&F contact* Approval for Chiller entry given by: |
| **COMMENTS** *(Long term dates must be specified)* |
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