

After Hours Access & Fire System Isolation Requests **PF707**

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:
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 ROOMS

CHILLER PLANT ROOM *Must be authorised by approved P&F contact* Approval for Chiller entry given by: _____

COMMENTS (Long term dates must be specified)