MONASH University

PENINSULA CAMPUS
Security & Traffic
Ph: 44108
Fax: 44115

NOTIFICATION OF OUT OF HOURS BUILDING ACCESS – END OF YEAR SHUTDOWN

PLEASE SUBMIT ONE FORM PER ACCESS

Please forward this form to Security by 4.00 pm Friday 11th December 2009

The following personnel / contractors will be present as indicted below and will contact / report to building "C", Monash University Security and Traffic office, peninsula Campus 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? Bldg:.....Room:.....

RELOCK? Bldg:.....Room:.....

AUTHORISATION: Name: .....

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

Department: .....

Signature: .....

SECURITY CARD ACCESS INTO BUILDINGS

Bldg No:.....Floor:.....Room:.....Other:.....

Bldg No:.....Floor:.....Room:.....Other:.....

Bldg No:.....Floor:.....Room:.....Other:.....

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

CONTRACTOR TO ATTEND SECURITY OFFICE (BLD "C") TO BE ISSUED WITH SECURITY ACCESS

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 9905 6011.

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