



OPERATIONAL ARRANGEMENTS

For

ACCESS TO PLANT ROOMS, ROOFS AND NON-HABITABLE SPACES

1 BACKGROUND

These Operational Arrangements were developed to bring access to plant rooms and non habitable spaces under appropriate control and provide the basis for ongoing management.

Over an extended period of time control to plant rooms, roof areas and other non-habitable spaces (eg internal roof spaces) became uncontrolled due to damage to doors and locks and uncontrolled issues of keys. This resulted in illegal use of spaces for storage, access for smoking and has exposed persons not authorised to access the spaces causing safety concerns. It also posed operational risks to the University through deliberate or accidental vandalism.

The areas referred to, should only be accessed on a needs basis and then by staff appropriately trained to ensure safety.

All such areas require controlled key access and related signs posted to ensure only authorised access is available.

2 CONTROL OF PLANT ROOMS, ROOF AREAS AND NON-HABITABLE SPACES

The basic drivers for the operational arrangements are:

1. The Facilities Management Office is the custodian of all such spaces and areas due to its roles in infrastructure maintenance, capital works and security.
2. The Director FMO has the responsibility for ensuring keys are only issued on a needs basis and issuance is on a rigorous basis with formal records maintained.
3. As the operational group with the major need for access is the Trades Services Group, who authorises access by issuing keys to persons or organisations who do not have approval for term access. This authority is through agency arrangements from the Director FMO.
4. The Security Services require access to all areas on a security needs basis.
5. Ensuring that access is provided by an hierarchical keying system using a secure broach and numbered keys.

AREA	AUTHORISED POSITION <i>Note: An asterix * indicates more than one key may be issued to provide sub issue on a job by job basis.</i>
ALL AREAS	Director FMO A/D Facilities Services FMO A/D Project Services FMO General Manager FMO Security Services Manager FMO Trade Services Group Shift Controller FMO Security Services FMO– A/H duty officer
LIFT MOTOR ROOMS	Lift Maintenance Company Project Manager FMO – Lift Specialist
MECHANICAL PLANT ROOMS (DEDICATED)	*FMO– Mechanical technical specialist

ROOMS (DEDICATED)	*FMO – Mechanical trade supervisor FMO – Mechanical Leading hand FMO Project Services Group – Services Engineer
ELECTRICAL SWITCHROOMS (DEDICATED)	*FMO – Electrical technical specialist *FMO – Electrical trade supervisor FMO – Electrical Leading hand FMO – Energy Officer
PLUMBING SERVICES	*FMO– Plumbing technical specialist *FMO – Plumbing trade supervisor FMO – Plumbing Leading hand
PLANT ROOMS – MIXED USE	To be determined on an individual basis based on mechanical, electrical and plumbing above.
ROOF SPACES (internal)	FMO – Buildings Technical Specialist FMO – Area Facilities Managers FMO – Roofing Trades Supervisor FMO – All trades Supervisors and Leading Hands
ROOF AREAS (External)	FMO – Buildings Technical Specialist. FMO – Roofing Trades Supervisor FMO Project Services Group – Services Engineer

3 APPROVAL OF ACCESS BY UNIVERSITY, NON FMO STAFF

Recognising that, on occasions, University building users have functional plant installed in plant rooms, provision needs to be made for access.

Such access is to be approved by the Director FMO following written representation identifying the need, the plant involved and personnel requiring access.

4 ACCESS BY NON UNIVERSITY STAFF

Keys may be issued to contractors on a needs basis on the authorisation of the Director, or an Assistant Director of FMO.

These are to be signed for by the contractor's site representative and the Project Person. The Project person is responsible for ensuring the contractor acknowledges the key will be retained under the direct control of the person signing for it.

5 MEETING SAFETY NEEDS

Plant room areas, non habitable spaces and roof areas have particular hazards which persons with access must be made aware. Staff who do not have relevant trade qualifications or maintenance management experience, will be required to undertake a general induction to safety of such areas, prior to issuance of keys.

6 ACCESS FOR DESIGN AND MANAGEMENT ACTIVITIES

FMO staff, who are issued with keys, are authorised to provide these on a loan basis to other FMO staff on a needs basis subject to recording.

7 ACCESS DURING MAJOR CONSTRUCTION WORKS

For significant works upgrade contracts, consideration is to be given to installing construction keying for the duration of the contract.

8 KEY MANAGEMENT

Key Management is the responsibility of the FMO Security Services Group. This includes:

- Establishment, with advice from other FMO staff, of the keying hierarchy and spaces requiring keying.
- Establishing and managing the key register.
- Cutting and issuance of keys as required.
- This operational arrangement is to be reviewed on an annual basis in conjunction with other FMO staff.

A “Key Loan” register will be maintained in the FMO office to record short term FMO key loans managed by a position nominated by the Director.

9 SIGNAGE MANAGEMENT

Identification of the need for signage is the dual responsibility of the FMO and Risk Management Office. FMO signage responsibility is facilitated by the Area Facilities Managers.