



Professor Steven Armfield
Head of School

Mechanical Engineering Building J07
Telephone: +61 2 9351 2927
Facsimile: +61 2 9351 7060
Email: armfield@aeromech.usyd.edu.au

POLICY ON AFTER-HOURS ACCESS FOR UNDERGRADUATE STUDENTS IN THE MECHANICAL ENGINEERING BUILDING (PCLAB S345 - J07) & THE LINK BUILDING (MECHATRONICS LAB L330 - J13)

- Normal hours of access to Mechanical Engineering Building, J07 during semester time are from:
7:00 am to 5:30 pm, Monday to Friday
- After hours access is normally restricted to the extension of working hours Monday to Friday only. All students wishing to use the Main Computer Laboratory, PCLAB - S345 in the Mechanical Engineering Building - J07 must be in the building before 5:30pm.
- Students have access from 7:00am until 9:15pm weekdays to the Main Computer Laboratory, PCLAB - S345 in the Mechanical Engineering Building - J07 without the use of a security enabled student card.
- Normal hours of access (using a security enabled student card) to the Mechatronics Laboratory, L330 - J13 during semester time are from: 8:00 am to 9:00 pm, Monday to Friday
- Under no circumstances is any security door to be propped open.
- Undergraduate Students enrolled in courses which require access to the Mechatronics Laboratory, L330 - Link Building, - J13 must use a security enabled swipe card to gain access from 8:00am until 9:00pm Monday to Friday.
- The procedure to enable a student card to access the Mechatronics Laboratory, L330 - Link Building, - J13 is outlined on the following page. Please note that this is a privilege for Undergraduate students to assist them with their demands for longer access to the laboratory. These privileges may be removed if students do not follow the School's safety rules.
- No Undergraduate students should remain in either the Main Computer Laboratory, PCLAB - S345 in the Mechanical Engineering Building - J07 after 9:15pm or the Mechatronics Laboratory, L330 - Link Building - J13 after 9:00pm. This is to ensure that students are able to catch the University Bus provided by Security Services to travel safely to Redfern Station.
- Please note that security patrols have been instructed to ask any Undergraduate Student remaining in any laboratory after the allowed time to leave the building immediately.

STUDENTS WISHING TO HAVE SECURITY ACCESS ENABLED ON THEIR STUDENT CARD TO ACCESS THE MECHATRONICS LABORATORY (MONDAY TO FRIDAY ONLY) PLEASE NOTE THESE STEPS.

- Bring your current Student Identification Card to the University Security office which is located at the Services Building, G12 2nd floor on the Corner of Codrington and Abercrombie Streets Darlington Campus. The office is open between the hours of 8:30am - 4:00pm Monday-Friday. The security office has been sent list of Undergraduates from our School who are eligible to have security access enabled on their student cards.



- Clearly explain to the staff at the University Security office that you require security access on your student card to the Mechatronics Laboratory, L330 - Link Building - J13. As no student will be given access to the external doors of the building, all students **must be in the Link Building before 5:30pm if they wish to gain access to the Lab.**
- If you are not on the security list and you require after-hours access please email either Bronwyn Sexton, b.sexton@aeomech.usyd.edu.au or Paul Briozzo, paulb@aeomech.usyd.edu.au.
- Please note that all passages through the swipe card system are recorded for security reasons and may be accessed by the Head of School only. Do not lend your card to any one else. The loss of your security enabled student card must be immediately reported to security.
- The cost to enable security on a student card is \$16.50 (includes GST and is non refundable). Access is limited to the cardholder. i.e. the card holder may not grant access to any other student or associate.
- **Entrance to the Mechatronics Laboratory, L330 - Link Building - J13 is by security enabled student card only. You are requested to leave the building no later than 9:00pm. For your personal safety it is recommended that you use the bus provided by Security Services if you are travelling to Redfern Station. There is a bus every 10 to 15mins.**

Please note that the last bus will stop at Aeronautical Engineering Building no later than 9:30pm.

- As a matter of policy all swipe card access will be cancelled at the end of the second semester.
- These rules are subject to review at any given time.

Professor Steven Armfield
Head of School