**Ākonga Negotiated Building Access Form**

To be completed and signed to gain limited after-hours access to programme of study areas.

To be used in conjunction with the [Building Access Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/building-access-key-distribution-after-hours-safety-and-security).

*After-hours access is a privilege, not a right. Any ākonga who breach the after-hours access privileges may, following investigation (or immediately if serious) of instances where they put themselves, others, or Otago Polytechnic property at risk, have their extended hours access rights revoked either temporarily or permanently. Refer to Ākonga/ Learner Discipline policy.*

**ĀKONGA DETAILS** *(Ākonga to complete)*

|  |  |
| --- | --- |
| Ākonga Name |  |
| Student ID Number |  |
| College/School |  |
| Programme of Study |  |
| Mobile Phone Number |  |
| Study Home Address |  |
| Email Address |  |
| Reason for after-hours access request |  |

**ĀKONGA AFTER-HOURS ACCESS DETAILS** *(Ākonga to complete)*

|  |  |
| --- | --- |
| Period for after-hours access requested | From (date)  To (date) |
| Location(s) of after-hours access | Building Name(s):  Work Area(s)  Classroom number(s) |
| What machinery/equipment will be used during after-hours access? |  |
| Duration/frequency of after-hours access required? | Hours per day  Days of the week |
| Do you have an Otago Polytechnic approved licence to operate this machinery/equipment? | Yes / No  *Attach copy of licence/s to this form.* |

I agree that:

* I have read and understand the [Building Access Policy](https://online.op.ac.nz/about-us/governance-and-management/policy-library/building-access-key-distribution-after-hours-safety-and-security).
* I have read and understand the Hazard Register for after-hours access area and agree to abide by this.
* I have had an induction to the area and have been provided with after-hours emergency information.
* I have been provided with the after-hours security contact phone number 03 474 7290.
* I will only operate machinery/equipment that I have had training and have a licence to operate.
* I will not allow non-authorised people onto the Otago Polytechnic site.
* I will not block doors open or leave ground floor windows open and unattended.
* I will leave all Otago Polytechnic sites by 10pm, unless approved otherwise. N.B. contracted cleaning staff and/or kaimahi have the authority to enforce negotiated building access hours.
* When I leave Otago Polytechnic site, I will ensure that facilities are secure and that lights and machinery/equipment are turned off.
* I will report an incident or identified hazards promptly and use the standard Otago Polytechnic procedures – logging this on VAULT.
* I understand many areas at Otago Polytechnic are under [CCTV surveillance](https://online.op.ac.nz/about-us/governance-and-management/policy-library/cctv-closed-circuit-television-at-otago-polytechnic-sites).

**Ākonga Signature:**

---------------------------------------------------------------------------------------------------------------------------------**Head of Programme** *(Head of Programme to complete)*

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Email:*** |  |
| ***Phone:*** |  |
| ***Signature:*** |  |
| ***Date:*** |  |

***Note:*** *Ākonga and Head of Programme must both sign this form or Campus Services will not be able to grant after-hours access request.*

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***Office Use Only***

* *Copy saved within the School/College - Date:*
* *Email copy forwarded to Campus Services Department for request to be actioned – Date:*
* *Campus Services set up after-hours access to locations identified and set termination of after-hours access as detailed above – Date:*
* *Campus Services notify School of ākonga after-hour access when applied and when to be terminated – Date:*