

## **AFTER HOURS BUILDING ACCESS FOR 120 WICKHAM STREET, FORTITUDE VALLEY**

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### **PURPOSE**

The purpose of this procedure is to:

- detail the afterhours building security processes and your responsibilities;
- provide information on how to access the building during and after office hours; and
- provide security to staff and Lambert & Rehbein property by managing and controlling access to the building.

Afterhours refers to Monday to Friday from 8:00pm to 6:00am and all day Saturday and Sunday.

*Please note, the main door and lifts are locked from 5:00pm to 8:00am Monday to Friday and all day Saturday and Sunday. Access to the main door and lifts will require a building security card/fob.*

### **SCOPE**

This procedure applies to all staff members who have been provided with 24 hour access to the building.

### **INSTRUCTIONS**

#### **Entry and Exit**

The following steps must be followed to ensure the office's security system is properly disarmed and armed afterhours. *Code number and password can be obtained by contacting a member of the Operations Team.*

- 1) **Entry to the building** - Swipe card reader with your security card once only. This will disarm the lock and release the main door or activate the car park roller door.
- 2) **Lifts** – Swipe card reader once and select floor level.
- 3) **Entry to Level 3** – Enter the 4-digit code and OFF. This will disarm the alarm and release the magnetic lock securing the main door.
- 4) Upon entry to the floor you must call **Australian Security Company** on **07 5532 6644**. Provide them with your name, the password and approximately how long you will be in the office. If you are in the office longer than originally anticipated, you will have to call and notify the security company.
- 5) **Exit** – Before arming the security system, you must ensure no other person is in the office. Turn off lights. Close the door and enter the 4-digit code and ON.

### **IMPORTANT INFORMATION ABOUT AUTOMATIC ARMING PROCESS**

Our system has been programmed to automatically arm itself at pre-set times outside of office hours.

If you are in the office at one of these pre-set times, the code pad will start beeping, the sonalert devices will sound and the strobe lights will flash for 5 minutes before automatic arming commences.

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You need to go to the code pad to select either *delay auto arming* or *abort auto arming*.



Use the up and down arrows and OK to select an option.

If you select *delay auto arming* this allows you 1 hour before the system will auto arm again.

If you select *abort auto arming*, the system will not try to arm again until the next programmed automatic arming time occurs.

### NOTES

Should the alarm be activated, the security company will respond to all afterhours incidents by contacting the office first (so please answer calls outside of office hours) and if there is no response, a security patrol will be sent to check the premises.

The cost associated with a call-out of a security patrol may be passed on to an individual, should non-compliance of this procedure be found to be the cause of the false alarm.

### REVIEW

Review of this procedure should be undertaken annually but can also be triggered at any time by a change in process, an audit outcome or an incident. In such an instance the review of the procedure shall be undertaken in a timely manner.