



MASSEY UNIVERSITY
ALBANY

ALBANY CAMPUS
STAFF ACCESS CARD APPLICATION FORM

FULL NAME:..... CARD NO:

DEPARTMENT:..... PERMANENT STAFF: Yes / No

EXT NO:.....

If you are moving from one area to another, please provide details of where you are moving from

Access cards should be collected in person from Facilities Management, Building 34

Please supply the above named person with card access for the areas (circled) below:

CARD START DATE:.....

CARD EXPIRY DATE:
(Maximum 1 Year – Access cards need to be reactivated on a yearly basis.)

- | | | |
|-----------------------|--------------------------|------------------------|
| Atrium Building Staff | Quad Block A Staff | Quad Block B Staff |
| IIMS Building Staff | Recreation Centre Staff | Study Centre Staff |
| Library Staff | OR Campus Staff | School of Design Staff |
| Psychology Staff | Bldg 106 Staff | Bldg 11 Staff |
| SEAT-Albany Village | Student Amenities Centre | |
| Other | | |

.....
AUTHORISED BY (please sign and print name) Date
(Head of Department / Administrator / Secretary)

*Lost or damaged cards may incur an administration/replacement fee
Authorised forms can be posted to: Facilities Management, AL280 or scanned and emailed to albhelpdeskrfm@massey.ac.nz

I acknowledge receipt of the above access card and the instruction for correct use.

.....
Staff Signature Date

OFFICE USE ONLY
DATE: SIGNATURE:



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STAFF ACCESS CARD – TERMS & CONDITIONS OF USE

NAME: CARD NUMBER:

EXPIRY DATE:

1. SECURITY

This system has been installed to protect University equipment, personal possessions and provide personal security by restricting access to authorised cardholders only. Should you see any person attempting to enter the buildings other than through the card access doors, or seeking entry other than with their own card you should report this immediately to Campus Security on ext. 41010. As an authorised cardholder you have a responsibility to ensure the system is used correctly.

2. USE OF CARD

Most zones are freely accessible during normal teaching hours. After hours, the doors automatically secure. To enter any door fitted with a card reader when it is secure, you need to use your card. To exit the door, you need to push the red button located on the wall nearby. Barrier Arms at Gates 1 and 2 can be accessed with your card.

3. LOST, DAMAGED OR EXPIRED CARD

Should you lose, misplace, or damage your card, please notify the Facilities Management Office. Non-functioning cards should be returned when collecting a replacement. Being electronically controlled it is a simple process to delete the card from the system and issue a new card or reset the expiry date on expired cards. The cards are manufactured from a durable plastic and will stand up to normal use. The card will not work if bent, or if the coded strip is damaged. Do not punch holes in the card. Exposure to strong electromagnetic fields will damage the card. Cards are issued for a maximum of one year. To reactivate your card, please contact Facilities Management, ext.41607.

4. DO NOT LEND YOUR CARD TO ANYONE

The system records every use of the card, including card number, time of entry and location. You could be held responsible should an unauthorised person use your card and subsequent damage occur or loss of equipment is discovered.

5. DO NOT ATTEMPT TO WEDGE OR HOLD DOOR OPEN FOR UNDUE LENGTH OF TIME

The system has been programmed to allow you sufficient time to enter under normal circumstances. Should you wedge or hold the door open longer than the programmed time, the delay activates an alarm within the system. Any unauthorised entry during these circumstances could well be attributed to your card. All exterior doors at the East Precinct are controlled by the system. It is vitally important that all the doors are allowed to close and secure after hours. If you notice any door hooked open you should ensure it is closed.

6. LEAVING THE UNIVERSITY

On permanently leaving the University, your card must be returned to the Facilities Management Office for cancellation.

7. AREAS OF ACCESS

The card issued to you will allow you access to any areas where you have authorised access. Access is authorised by your Head of Department or Departmental Administrator / Secretary. You **cannot** authorise your own access!

Should you have any questions on the operation of the system, please do not hesitate to contact the Facilities Management Office (ext. 41606).