

24 Hour Access Building B Study Hall

Students studying at GUC with one of our partner universities have 24 hour access to the study hall at the western side of Building B.

GETTING IN

- Access after-hours (before 8.30am, after 5pm Monday to Thursday, after 4pm Friday and on weekends) is via this swipe pad to the left of the entry door (note there are two swipe pads, the other is staff).
- Hold your GUC student card against the swipe pad to hear a beep which indicates the door is now unlocked.
- Your entry will be recorded on our central system.
- Note the door automatically locks when it closes behind you.



YOUR CARD IS FOR YOUR USE ONLY. YOU MUST NOT LOAN YOUR CARD TO ANYONE. PLEASE ADVISE GUC STAFF SHOULD YOU LOSE YOUR CARD OR IT IS STOLEN SO THAT IT CAN BE VOIDED.

GETTING OUT

- Simply hover your hand or touch the exit button on the wall to the right hand side of door.
- Exit and please ensure door closes behind you (especially on windy days)



ONCE CLOSED, THE DOOR IS LOCKED SO PLEASE MAKE SURE YOU DON'T EXIT WITHOUT YOUR SWIPE CARD.

SECURITY

If the building has not sensed movement for 30 minutes, it will turn off additional lighting (not strip lighting) as a warning that it is about to security alarm itself – simply get up and move

- CCTV is installed to monitor activity in and out of the study hall.
- While the area is always well lit, if it is dark, ideally leave with someone else
- Always park in the top gravel carpark
- For an issue that is not an emergency, please call Security on 0459 211 400

**If you are in danger or there is an emergency call 000
and push the Duress Alarm**



Lights

Some strip, sensor, and outside lighting is always on in the 24 hour study hall.

For additional lighting push the down lights and/or star lights button in the lighting panel near the white board/black board



Note: Additional lighting will switch off if the building has not sensed movement for 30 minutes as a warning that it is about to security alarm itself. Simply get up and move (you may even want to turn the light switches back on!)

Air-conditioning



The air-conditioning controls are next to the fridge in the kitchen area of the study hall.

To turn the air-conditioning on, push the button for 3 seconds. It will light up indicating it is on. Turn both controls on.

The air-conditioning turns itself off after 3 hours. Simply push the button back on if it turns itself off.

Shower

- There is a shower for your use next to the toilets.
- If you want to keep belongings for the day in one of the lockers, you will need your own padlock and key.
- Lockers are not for your exclusive use so please take your padlock and possessions with you when you leave GUC.

Kitchen

The kitchenette is for your use but please leave it clean and tidy.

- The kitchen contains fridge, microwave, kettle and toaster, all for student use
- You will need to provide your own mug, crockery, cutlery and all food, coffee, tea, sugar, milk etc. that you wish to use
- Use the under bench draws to keep your belongings in – clearly labeled
- GUC staff are not responsible for washing dishes nor cleaning any mess. Any dirty dishes will simply be put in the bin and unlabeled food disposed of periodically
- Dishwashing liquid, cloths and tea towels are provided – use them please

24 Hour Study Hall RULES

- The study hall is intended for GUC students only
- For your own safety, do not allow access to anyone that may knock.
- Please treat all students with courtesy and respect.
- Be conscious of noise – especially if you're engaged in group work – others may have an assignment on a deadline and need quiet!
- Please only use GUC wifi for study purposes - no downloads or streaming content that is unrelated to your study – use is monitored and tracked.
- There is no access to classrooms or the meeting room.
- Please report any issues (re lighting, printer etc) using the issues form located near the printer and advise staff when GUC is next open.
- A reminder that GUC is a smoke free campus

Library Books and GUC Laptops

Library books and/or GUC laptops can be left for you in the lockers in the study hall kitchen to use in the evening or over the weekend. To book:

- Email your request to reception@guc.edu.au before 4pm on the day required
- Be specific with the book title and author
- GUC will confirm your booking by return email
- The email will contain the locker number and code number you will need to use to access the book and/or laptop
- It is your responsibility to lock the book and/or laptop back in the locker before you leave – you will be charged should this not occur and things go missing.



How to use the kitchenette lockers:

There are 4 lockers clearly labelled 1 through to 4.

Your emailed instructions will tell you which locker number to use and then the 4 digit code to unlock it (in this example 2019 is the 4 digit code)

Locked position



Move the 4 number dials to the correct position (2019).

Start from the top right and move in a clockwise direction

Then turn the lock housing anticlockwise in order to open.

Open position



Simply pull the door open and take out your book and lap top.

Close the door.

When you have finished with your book or laptop, open your locker and place inside, then proceed to locking instructions.

Locking and moving number dials to secure



To lock, close the door.

Turn the housing clockwise to the lock position as shown.

Random the number dials to different numbers from the combination given to secure.

Note: you must random more than 2 of the number dials for it to be secure.