

## **Guidelines: Managing Access Booms on Campus**

An agreement has been reached with the client (Protection Services) that all reasonable repairs to booms will be completed within 24 hours. In the light of this agreement, the following guidelines are determined:

### **Repairs:**

1. When a division head receives a job request, he makes a copy of it and hands the portion that contains the description (A5) to the specific contractor.
2. The contractor then assesses the problem and determines what will be needed to repair the boom.
3. With this information at hand the contractor returns to the division head, who then procures the items necessary for the repair work from the store at Provisioning.
4. The contractor then uses these provisions to perform the necessary repairs.
5. As soon as the contractor is satisfied that the boom is functioning 100%, he takes the copy of the job request to Protection Services.
6. If Protection Services is satisfied that the job has been completed, the copy of the job request is signed, dated and handed back to the contractor.
7. The contractor then completes the job by recording the cost of his labour and any additional materials that were required on the copy of the job request.
8. The contractor then hands the priced copy back to the division head, who ensures that the necessary requisition and order for the completed job are created.
9. As soon as the division head receives the order it is handed to the contractor, who then supplies the necessary invoice.
10. If the contractor determines at the boom that there is an electrical power interruption or another problem, he immediately reports back to the division head.
11. In the case of an electrical power interruption, the division head contacts the electrical division immediately and requests them to attend to the problem.
12. The division head ensures that a job card is created for the electrical division.
13. If there is any problem other than those mentioned above, it should be brought to the attention of the workshop superintendent as soon as possible so that he can make alternative arrangements in co-operation with the division head.

Remotes:

Standard three-button remotes:

1. When a division head receives a job request, he makes a copy of it and hands the portion that contains the description (A5) to the specific contractor.
2. The contractor then determines what is requested and buys the specified remotes.
3. After receiving the remotes, they are numbered and programmed into the receiver at the boom. (Instructions in this regard will be provided to the contractor).
4. After the remotes have been read into the receiver, the contractor tests them individually to ensure that they are functioning properly.
5. The remotes are then delivered to the requester at Protection Services, who signs the copy to confirm delivery.
6. The contractor then completes the job by recording the prices on this copy.
7. The contractor then hands the priced copy back to the division head, who ensures that the necessary requisition and order for the completed job are created.
8. As soon as the division head receives the order he hands it to the contractor, who then supplies the necessary invoice.
9. **Only the number of remotes specified on the job request may be read into the receiver; no additional remotes may be programmed.**

Master one-button remotes:

1. When a division head receives a job request, he makes a copy of it and hands the portion that contains the description (A5) to the specific contractor.
2. The contractor then determines what is requested and buys the specified remotes.
3. After receiving the remotes, they are numbered and programmed into the receiver at each boom. (The instructions and the numbers to be read in will be provided to the contractor.)
4. After the remotes have been read into the receiver, the contractor tests them individually to ensure that they are functioning properly.
5. The remotes are then delivered to the requester at Protection Services, who signs the copy to confirm delivery.
6. The contractor then completes the job by recording the prices on this copy.
7. The contractor then hands the priced copy back to the division head, who ensures that the necessary requisition and order for the completed job are created.
8. As soon as the division head receives the order he hands it to the contractor, who then supplies the necessary invoice.
9. **Only the number of remotes specified on the job request may be read into the receiver; no additional remotes may be programmed.**
10. **If this should happen, a criminal charge will be laid against the contractor as this would breach the security chain of the entire system.**

Remotes to be eliminated:

1. When a division head receives a job request, he makes a copy of it and hands the portion that contains the description (A5) to the specific contractor.
2. The contractor then determines what is requested.
3. The contractor visits the boom to eliminate the remote, as specified on the job request. (The contractor will receive instructions in this regard.) This should be done with the **UTMOST** caution, as one error will delete all the data on the receiver. This will result in nobody having access to the area until all the remotes (standard and master) have been reprogrammed on the receiver.
4. After the remote has been eliminated, the contractor informs Protection Services that the job has been completed.
5. Protection Services signs the copy to take note of this.
6. The contractor then completes the job by recording the prices on this copy.
7. The contractor then hands the priced copy back to the division head, who ensures that the necessary requisition and order for the completed job are created.
8. As soon as the division head receives the order he hands it to the contractor, who then supplies the necessary invoice.

Compiled by C du Plooy

July 2014