



CECS Brief Campus Visit Procedure

To Facilitate a Drop-In to the college campus to collect Essential Items (Study, research, teaching and work materials such as books, committee papers and light weight IT equipment: defined as equipment that will be unable to ship or buy directly by College). Requestor needs to be present and if required arrange for help during the pickup of essential equipment. The identified college Essential Staff member will only escort the requestor/ within the college premises and would not be allowed to Interact or physically assist with the equipment.

Step	Action	Responsible Person
1. Request	Requestor submits a form describing the reason and the need for any Study, Research, Teaching and work materials such as books, committee papers and light weight IT equipment to be removed from campus All request to be emailed before 5pm every Tuesday. On approval , the equipment will be ready for pick up on Thursday (of the same week)	Anyone with a need for a brief visit to College Campus (to pick essential items)
2. Review	All requests to be Initial reviewed by Project Support Officer for recommendation to GM. GM to forward it to College Dean for approval.	PSO / GM
3. Approval	All requests to be reviewed and only essential equipment to be sent for Dean's approval to attendance campus for pick up Final request list forwarded to the College Dean dean.cecs@anu.edu.au for approval on Wednesday (day post request cut off time)	Dean: Approve campus attendance to pick up

4. Outcome	<p>Following College Dean approval, PSO to forward the list to assist.eng.cecs@anu.edu.au will help for SOCY/SOEN Bob@anu.edu.au for SOCO / (PSG, Office of the Dean)</p> <p>School Managers or PSG Delegate to assign a pre-approved essential worker in the area to make contact with the requestor to schedule a date and time to pick up equipment.</p>	School Managers or Delegate
5. Distribution Schedule	Essential worker of the designated School/PSG inform the Requestor on date and time of pickup of equipment	Essential work of the designated School/PSG
6. Meet	Requestor and Essential Staff member meet outside (following COVID rules)	Requestor and on-site Essential Worker
7. Collect	Essential staff member provides building access to the Requestor. Requestor to use their staff card to access their work area to pick up the equipment	Requestor and on-site Essential Worker
8. Depart	Essential Staff member to sight Requestor depart the building	Requestor and on-site Essential Worker
9. Record Keeping	Keep an inventory of removed assets for reconciliation. Use discretion on what requires recording. ITS equipment is logged centrally and not in this process	GM & PSO