

SCHEDULE



Conditions of Use (Services and Facilities) Schedule

| | | |
|-----------------|---|--|
| Purpose | This Schedule specifies the conditions of use for Macquarie University teaching, research, and support services and facilities. For details regarding hours of operation, refer to the Core Business Hours Policy and the opening hours published on individual websites. | |
| Schedule | SPACE / SERVICE | CONDITIONS OF USE |
| | Study spaces | |
| | C10A (Campus Hub) | <p>Study spaces and seating are available throughout the building as follows:</p> <p>Session 1 and Session 2 (including the associated examination periods)</p> <p>Monday – Friday 7.30am - 8.00pm Saturday 8.00am - 3.00pm Closed Sunday</p> <p>All other times</p> <p>Monday – Friday 7.30am - 5.00pm Closed Saturdays and Sundays</p> |
| | Faculty study rooms (see Appendix 1) | <p>Faculty study spaces (generic rooms) will be open during core business hours.</p> <p>Outside core business hours, only Higher Degree Research (HDR) and postgraduate students will be permitted to access the space.</p> <p>All internal doors to study spaces will be fitted with an access control electronic system.</p> <p>Faculty General Managers (FGMs) are responsible for ensuring access rights.</p> <p>All study spaces are to be fitted with an emergency telephone which should be analogue to ensure a secure connection.</p> |
| | Laboratories (see Appendix 1) | <p>In addition to complying with the conditions of use for faculty study rooms (see above), users must:</p> <ul style="list-style-type: none"> • adhere to appropriate Health and Safety requirements • operate a "Buddy" system after 6:00pm • not undertake any hazardous work in laboratories outside core business hours |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none"> • note that some individual laboratories may close before the end of core business hours due to the nature of the work and associated risks • ensure all hazardous work of a physical, chemical or biological nature meets all Health and Safety requirements • access software remotely where offered to avoid the need to attend campus. |
| | Library | Refer to the opening hours and conditions of use published on the Library website. |
| | Support Services | |
| | Counselling and Disability Services (Level 2, Lincoln Building C8A, North Ryde campus) | A 24/7 student information and referral hotline – 1800 CARE MQ (1800 2273 67) will be available. During the teaching period of Sessions 1, 2 and 3, on campus support will be available from 8:00am – 6:00pm (weekdays only). During the examination period for Sessions 1, 2 and 3 limited support will also be available on Saturdays. Outside the periods, support will be available from 9:00am – 5:00pm weekdays. |
| | Employee Assistance Program | Refer to the Employee Assistance Program website . |
| | Medical Services (Suite 305, Level 3, Macquarie University Clinic (Building F10A), 2 Technology Place) | During the teaching period of Sessions 1, 2 and 3, medical services will be available from 8:00am – 6:00pm (weekdays only). No medical services will be available on weekends, public holidays or University concessional days. |

| | |
|-----------------------------|---|
| Contact Officer | Deputy Vice-Chancellor (Academic) |
| Date Approved | 15 November 2011 |
| Approval Authority | Vice-President Finance and Resources – following endorsement by Executive Group |
| Date of Commencement | 15 November 2011 |
| Amendment Dates | 30 March 2020 – Approval Authority updated to Vice-President Finance and Resources in accordance with |

| | |
|-----------------------------|---|
| | <p>University Delegations of Authority. 10 January 2020 - Minor amendment, update to the Library opening hours and conditions of use webpage urls.</p> <p>15 August 2019 – Updated Approval Authority from Chief Operating Officer and Deputy Vice-Chancellor to Vice-President, University Services and Strategy – following endorsement by Executive Group – in accordance with responsibilities per Delegations of Authority Register.</p> <p>15 October 2018 - Minor amendment to position title for Deputy Vice-Chancellor (Academic) – removing ‘and Registrar’ from title within Contact Officer / Approval Authority sections.</p> <p>7 November 2017 – Updated Approval Authority from Academic Senate to Chief Operating Officer and Deputy Vice-Chancellor, and Deputy Vice-Chancellor (Academic) and Registrar, updated Contact Officer to Deputy Vice-Chancellor (Academic) and Registrar</p> |
| Date for Next Review | November 2014 |
| Keywords | Business, Hours, Core, Extended, Services, Facilities |
| Policy Authorisation | Core Business Hours Policy |

APPENDIX 1
 2011 Listing of Specialist Teaching Locations
 (for first page of the Schedule)

| BUILDING | DESCRIPTION | |
|----------------------|--------------------------------|---------------------------|
| W6B 157 | Computer Lab (PCs) | Faculty of Arts |
| W6A 127 | Meeting room | Faculty of Arts |
| W6B 201 | Tutorial Room | Faculty of Arts |
| W6B 214 | W6B 214 | Faculty of Arts |
| W6B 218 | Tutorial Room | Faculty of Arts |
| W6B 222 | Tutorial Room | Faculty of Arts |
| W6B 225 | Computer Lab | Faculty of Arts |
| X5B 321 | Tutorial Room | Faculty of Arts |
| X5B 331 | Museum | Faculty of Arts |
| W6B 205 | Tutorial Room | Faculty of Arts |
| W6A 107 | Meeting Room | Faculty of Arts |
| W6A 209 | Tutorial Room | Faculty of Arts |
| W6A 104 | Language Lab | Faculty of Arts |
| W6B 207 | Tutorial Room | Faculty of Arts |
| Y3A 144 | Y3A 144 Recording studio. | Faculty of Arts |
| Y3A 141 | Y3A 141 Recording Studio | Faculty of Arts |
| Y3A 002 | Computer Lab (Macs) | Faculty of Arts |
| Y3A 006 | Computer Lab (Macs) | Faculty of Arts |
| Y3A 139 | Y3A 139 Computer Lab (Radio) | Faculty of Arts |
| Y3A 142 | Y3A 142 Computer Lab (Music) | Faculty of Arts |
| Y3A 223 | Computer Lab (Macs) | Faculty of Arts |
| Y3A 189 | Y3A 189 Media Studio | Faculty of Arts |
| Y3A 184 | Dance/Music Studio | Faculty of Arts |
| Y3A 123 | Y3A 123 Ensemble Room | Faculty of Arts |
| Y3A 187 | Drama Studio | Faculty of Arts |
| Y3A 228 | Meeting Room | Faculty of Arts |
| E4B 104 (PC*) | Computer Lab (PCs) | Macquarie Business School |
| E4B 208 (PC) | Computer Lab (PCs) | Macquarie Business School |
| E4A 323 | Tutorial Room | Macquarie Business School |
| E4A 523 | Tutorial Room | Macquarie Business School |
| E4A 623 | Tutorial Room | Macquarie Business School |
| E4A 723 | Meeting Room | Macquarie Business School |
| E4B 118 (PC) | Computer Lab (PCs) | Macquarie Business School |
| E4B 214 (PC) | Computer Lab (PCs) | Macquarie Business School |
| E4B 111 (PC) | Computer Lab (PCs) | Macquarie Business School |
| E4B 308 (Special) | Computer Lab (PCs) | Macquarie Business School |
| E4B 306 (PC PG) | Computer Lab (PCs) | Macquarie Business School |
| E4B 102 (PC) | Computer Lab (PCs) | Macquarie Business School |
| E4B 206 (PC PG*) | Computer Lab (PCs) | Macquarie Business School |
| C3A 918 | Meeting Room | Faculty of Human Sciences |
| W6B 348 | W6B 348 | Faculty of Human Sciences |
| X5B 224 | Tutorial Room | Faculty of Human Sciences |
| W6B 301 | Tutorial Room | Faculty of Human Sciences |
| C3A 501 | Tutorial Room | Faculty of Human Sciences |
| C3B 601 | Meeting Room | Faculty of Human Sciences |
| C4A 234 | Tutorial / Computer Room (PCs) | Faculty of Human Sciences |

| | | |
|-----------|---------------------------------|---------------------------|
| C4A 238 | Tutorial / Computer Room (PCs) | Faculty of Human Sciences |
| C4A 245 | Tutorial Room | Faculty of Human Sciences |
| C4A 335 | Tutorial / Computer Room (Macs) | Faculty of Human Sciences |
| C5A 210 | Tutorial / Computer Room (Macs) | Faculty of Human Sciences |
| C5A 218 | Tutorial Room | Faculty of Human Sciences |
| C5A 222 | Tutorial Room | Faculty of Human Sciences |
| E7B 317 | Science Lab | Faculty of Human Sciences |
| F9A 164 | Computer Lab | Faculty of Human Sciences |
| W5C 331 | Translation Lab | Faculty of Human Sciences |
| W5C 332 | Translation Lab | Faculty of Human Sciences |
| W5C 333 | Translation Lab | Faculty of Human Sciences |
| W5C 221 | Tutorial Room | Faculty of Human Sciences |
| X5B 041 | Tutorial Room | Faculty of Human Sciences |
| X5B 045 | Tutorial Room | Faculty of Human Sciences |
| X5B 145 | Drama and Movement | Faculty of Human Sciences |
| X5B 284 | Art Room | Faculty of Human Sciences |
| X5B 292 | Music Room | Faculty of Human Sciences |
| C5A 536 | Meeting Room | Faculty of Human Sciences |
| F9A 166 | Tutorial Room | Faculty of Human Sciences |
| X5B 251 | Tutorial Room | Faculty of Human Sciences |
| C5A 201 | Tutorial Room | Faculty of Human Sciences |
| C5A 204 | Computer Room (Macs) | Faculty of Human Sciences |
| C5A 565 | Tutorial / Computer Room (Macs) | Faculty of Human Sciences |
| E7B 146 | E7B 146 (Computer Lab Tran) | Faculty of Human Sciences |
| | F10 LAB in the ASAM Clinic | |
| F10 LAB | Building | Faculty of Science |
| E8A 130 | Science Lab | Faculty of Science |
| E8A 160 | Science Lab | Faculty of Science |
| E8C 134 | Computer Lab | Faculty of Science |
| E7A 123 | Science EPS Location | Faculty of Science |
| F9C 003 | Chiropractic Room | Faculty of Science |
| F9C 001 | Chiropractic Room | Faculty of Science |
| F9C 002 | Chiropractic Room | Faculty of Science |
| W19A 104 | W19A 104 | Faculty of Science |
| E5A 132 | Tutorial Room | Faculty of Science |
| E8B 110 | Science Museum | Faculty of Science |
| E5A 143 | Tutorial Room | Faculty of Science |
| E5A 152 | Tutorial / Computer Room (PCs) | Faculty of Science |
| E6E 001 | Computer Lab (PCs) | Faculty of Science |
| E6E 002 | Computer Lab (PCs) | Faculty of Science |
| E6A 110 | Computer Lab (PCs) | Faculty of Science |
| E6A 114 | Computer Lab (Unix) | Faculty of Science |
| E6A 119 | Computer Lab (PCs) | Faculty of Science |
| E6A 123 | Computer Lab (PCs) | Faculty of Science |
| E6A 127 | Computer Lab (PCs) | Faculty of Science |
| E6A 219 | Engineering Lab | Faculty of Science |
| E6A 265 | Engineering Lab | Faculty of Science |
| E6A 261 | Engineering Lab | Faculty of Science |
| E7B 114 | Physics Lab | Faculty of Science |
| E7B 209 | Computer Lab (PCs) | Faculty of Science |
| E7B 213-7 | Physics Lab | Faculty of Science |
| E7B 245 | Optics Lab | Faculty of Science |
| E7B 248 | Optics Lab | Faculty of Science |
| E7B 254 | Physics Lab | Faculty of Science |
| E7B 308 | Science Lab | Faculty of Science |
| E7B 354 | Science Lab | Faculty of Science |

| | | |
|-----------|--------------------------------|--------------------|
| E8A 120 | Science Lab | Faculty of Science |
| E8A 150 | Science Lab | Faculty of Science |
| E8C 106 | Science Lab | Faculty of Science |
| E8C 108 | Science Lab | Faculty of Science |
| E8C 110 | Science Lab | Faculty of Science |
| F7B 102 | Science Lab | Faculty of Science |
| F7B 105 | Science Lab | Faculty of Science |
| F7B 110 | Science Lab | Faculty of Science |
| E7A 829 | Meeting Room | Faculty of Science |
| E6A 112 | Computer Lab (PCs) | Faculty of Science |
| E6A 121 | Computer Lab (PCs) | Faculty of Science |
| E5A 046 | Science Lab | Faculty of Science |
| E8A 341 | Tutorial / Computer Room (PCs) | Faculty of Science |
| E7A SKRAD | Science - Radiology Lab | Faculty of Science |
| E8A 360A | Tutorial Room | Faculty of Science |
| F9A 151 | Tutorial Room | Faculty of Science |
| E7A 110 | X-Ray Lab | Faculty of Science |
| E5A 310 | Chiropractic Lab | Faculty of Science |
| E5A 320 | Chiropractic Lab | Faculty of Science |
| E5A 340 | Chiropractic Lab | Faculty of Science |
| E5A 350 | Chiropractic Lab | Faculty of Science |
| W19F 103 | W19F 103 | Faculty of Science |
| F5A 428 | Glasshouse | Faculty of Science |
| E8A 084 | E8A 084 Computer Lab | Faculty of Science |
| E8A 188 | Tutorial Room | Faculty of Science |