



Departmental Security Check List

- Auto Doors on lock down
- Staff/Students issued after hours access forms as required
- All cash has been banked
- Laptops & Cameras have been placed into secure cabinets
- Log off and turn off all unnecessary office equipment
- Voice mail & e-mail out of office replies have been set
- Ensure Your UPS has been checked and working
- Water pumps turned off if not required
- Windows & Doors to internal offices have been shut and locked
- Urns, heaters and timers have been turned off
- Ensure the security alarm has been set prior to leaving
- Fridges cleaned and defrosted
- Remove personal valuables from desks and secured
- Update your Departmental callouts with Security

If you find any problems or just want advice the following numbers can be contacted at anytime...Call us we can help!

Security (All Campuses) - 3365 1234

Emergencies only - 3365 3333

Toll Free - 1800 800 123

e-mail - security@pf.uq.edu.au

Lock it, or Lose it!!