



University of
South Australia

Guidelines on the use of the Multi-Access Suites

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Guidelines

Purpose and use of room

Multi access suites have been established in all metropolitan libraries and a modified version is available at 101 Currie Street. The suites are available for use by patrons with specific needs such as parents requiring a place to feed or change babies, mothers to breastfeed or express milk, and for people with disabilities, medical or mental conditions.

The provision of the multi access suites aims to assist staff and students with specific requirements to undertake work or study and tend to any needs in a dignified, appropriate, and private environment.

The room provides:

- a quiet place to breastfeed, bottle feed, or express milk
- a quiet place to attend to disability, or a medical or mental condition
- a partitioned off area for those requiring extra privacy
- comfortable seating
- a baby change table in each section, including a hydraulic table in the main room
- hot and cold water
- microwave
- waste disposal

Location of the multi access suites

A multi access suite is located in the library at each UniSA metropolitan campus and a modified version is located in a designated off-campus location at 101 Currie Street.

Access to the multi access suite

The on-campus suites are electronically controlled and will require a swipe card to be accessed.

UniSA Staff

UniSA staff automatically receive access to use all multi access suites on their **Staff ID**. If you are unable to gain access, please contact [FM Assist](#) on your campus.

UniSA Students

UniSA students who wish to apply for once-off or occasional access to the Multi Access Suite should contact [FM Assist](#) on their campus.

Students with a disability, medical or mental health condition who require regular admission to the multi access suites should negotiate access as a part of their Access Plans. To organise an access plan, you can make an appointment to see an Access and Inclusion Adviser with the [Student Support Services Unit](#) on your campus.

Visitors

Visitors to the University requiring once-off access should direct their request to Library staff.

Any person who misuses their access to the multi access suite by compromising the health and wellbeing of other patrons will have their access to the suites revoked.

Responsibilities and/or authorities

Patrons

- Patrons using the rooms should respect the privacy and dignity of other patrons.
- Patrons using the room must maintain appropriate standards of hygiene and cleanliness.
- To ensure the hygiene of all children, parents should clean the change table before and after each use.
- Parents retain ultimate responsibility for the supervision and safety of children in their care. They must ensure supervision of children at all times.
- Under no circumstances should patrons leave personal belongings in the room. Any items left will be removed, and disposed of after 30 days, to ensure the cleanliness and safety of the room.
- Patrons are responsible for identifying any OHSW risks when using the facility and should contact the People, Talent and Culture (PTC) Unit on extension 22459 or FM Assist on the campus.
- Under no circumstances are patrons to loan their card to another person or to allow another person to tailgate and enter the room without swiping their own card.
- Any breach of conditions of use may result in cancellation of your access to the rooms.

People, Talent and Culture Unit

- The PTC Unit will be responsible for the management of the multi access suite.

FM Assist

- FM Assist will ensure that the multi access suites are maintained at the appropriate level of hygiene and cleanliness.
- FM Assist will provide timely feedback to the PTC Unit of any operational or other concerns.

Library

- The Library will check the condition of the multi access suites at the end of the day if FM Assist is not available to undertake the check.
- The Library will provide timely feedback to the PTC Unit of any operational or other concerns.

Further assistance

The People, Talent and Culture Unit is the designated contact point on extension 22459 or email hsim.safetywellbeing@unisa.edu.au for matters related to the multi access suite.

*Updated August 2014
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