

**FMU – Contractor Access to Prayer Room Guideline**

## Document History

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### Purpose

These guidelines outline the requirements for contractors who require access to dedicated prayer room facilities to perform work on behalf of the university.

### Background

The University of South Australia through the Facilities Management Unit provides on campus dedicated Prayer Room facilities for Muslim staff and students 24/7. Prayerrooms are located on the City East, City West, Magill, Mawson Lakes and Whyalla campuses. A list of designated prayer rooms on each campus can be obtained by contacting the campus FM Assist office.

**Notification of Access:**

Works in prayer rooms are required to be authorised by the campus FM Assist office. All University Contractors who are planning work activities in prayer room facilities must provide a minimum of 24 hours’ notice of intention to commence works to FM Assist.

* Unless critical, all programmed maintenance is to be scheduled prior to 11.00am Monday to Thursday. No works are to be scheduled on Fridays.
* When working, signage indicating “Prayer Room Closed” must be in place at all times.

**Dress**

Standard work attire is required to be worn at all times.

**Work Practices**

When performing works:

* Floor protection is required at all times either by the use of disposable shoe covers or the application of drop sheets to protect the floor coverings.
* All ladders/tools and equipment must be placed on the drop sheet.
* It is the responsibility of all contractors to ensure the worksite and all horizontal surfaces in the prayer room (and adjoining spaces) are cleaned prior to the facility being re-opened for use.
* Contractors shall advise FM Assist when works are completed to confirm the facility has been re-opened.
* All contractors are required to remove waste at the completion of works.

**Campus Advice**

A Campus Advice will be distributed to notify staff and students of scheduled maintenance for extended periods and access restrictions to the facilities.