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ABOUT THIS GUIDE

The purpose of the Building User Guide is to provide information about the everyday operation of a typical RMIT University building.

Useful links throughout the document provide efficient and up-to-date information from Property Services, Information Technology Services, Events and other University resources in order to enhance service delivery outcomes.

The sustainability section of the Guide provides an overview of the green initiatives within the building, providing occupants with a better understanding of the general building environment.

The Guide can also assist with:

— event spaces, meeting rooms and other spaces within the building
— room booking processes
— emergency and security procedures
— support for relocations
— clarity around retail and catering
— service deliveries
— facility management practices, security and waste processes
— providing information about a healthy work environment
— providing details for a higher standard of building maintenance.
Service Desk

Online
http://maintenance.rmit.edu.au
Log in with RMIT staff e-number and password and raise a maintenance job. Requests can be logged 24/7 and are actioned during business hours.

Phone or email
Service Desk
03 9925 2111
propserv.service.desk@rmit.edu.au
8am-5.30pm, Monday to Friday

After hours facilities requests / security enquiries (24/7): 03 9925 3895
For emergencies: 03 9925 3333 or 000

Requests can be logged for issues regarding: heating, air conditioning, plumbing, electrical services, lifts*, escalators, lighting, fire services, cleaning (flooding, spills), pest control etc.

Chargeable requests**
Additional cleaning (e.g. steam cleaning of carpets), furniture and exam setup or removal, minor carpentry work (e.g. installation of whiteboards), locksmith services, relocations etc.

View the cleaning schedule:
www.rmit.edu.au/propertyservices/cleaning

* If you get caught in a lift, please activate the emergency button.

**Please supply your School/Department’s Cost Centre Code (Internal Order Number) when logging the request and ensure that you have financial delegation approval.

Response times

<table>
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<th>Definition</th>
<th>Response within</th>
<th>Completion within</th>
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<td>Emergency</td>
<td>Threats to safety, assets or major business disruptions</td>
<td>1 hour</td>
<td>4 hours</td>
</tr>
<tr>
<td>Urgent</td>
<td>OHS-related and/or time-sensitive</td>
<td>4 hours</td>
<td>24 hours</td>
</tr>
<tr>
<td>High</td>
<td>Business impairment</td>
<td>24 hours</td>
<td>3 days</td>
</tr>
<tr>
<td>Standard</td>
<td>Business impairment impact / works which may require some lead time</td>
<td>2 business days</td>
<td>5 business days</td>
</tr>
<tr>
<td>Scheduled</td>
<td>All other service requests / works scheduled in advance</td>
<td>5 business days</td>
<td>14 business days</td>
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Other services

Project Request Application: projectrequest.rmit.edu.au
Retail leasing: retail@rmit.edu.au
Commercial leasing: propertymanagement@rmit.edu.au
Parking: parking@rmit.edu.au
Relocations: www.rmit.edu.au/propertyservices/relocations
Timetabling - staff enquiries: www.rmit.edu.au/timetabling/wrbs
ABOUT THE SWANSTON ACADEMIC BUILDING (SAB)

RMIT is a global University of technology, design and enterprise, and the Swanston Academic Building (SAB), together with the Design Hub, showcases RMIT’s $600 million investment in cutting-edge educational facilities. The SAB acts as a catalyst to accelerate the cross-pollination of new ideas. There are many shared learning spaces fitted out with the latest technology - from a high-speed wireless network to LCD screens that can be accessed by multiple users. The wireless system can support up to 17,000 devices at any given time.

The building is also committed to sustainability, with reduced energy and water use. It’s RMIT’s vision for tomorrow that you can see today.

SAB has achieved a Green Building Council of Australia (GBCA) five-star Green Star Education Rating that signifies ‘Australian Excellence in Environmentally Sustainable Design’. To achieve this rating a number of water-efficient and energy-efficient features were incorporated in the design to reduce overall building resource consumption.

There are dedicated recycling areas on each level to encourage occupants to recycle.

ACCESS

Location

Swanston Academic Building (SAB), Building 80
445 Swanston Street
Melbourne VIC 3000

Campus map and building location: www.rmit.edu.au/maps

The main entry for SAB is via Swanston Street, which is on level 2. Rear entry is via Stewart Street which is on level 1.

Opening hours

— Monday to Friday, 7am-10pm
— Saturday, 7am-6pm
— Sunday variable - only open for scheduled classes, events or conferences.

Staff and Higher Degree by Research (HDR) students have 24/7 swipe-card access.

Disabled Access

There are six accessible lifts from level 2, Swanston Street and two lifts from level 1, Stewart Street. The lifts go to each level throughout the building and, when booked, access the rooftop space on level 12.

Mobility map: www.rmit.edu.au/maps

Lifts and escalators

Escalators are the main traffic source through the building and students are encouraged to use them. Internal stairs between office levels in SAB can be accessed between 8.30am and 5.30pm, while outside of these hours access is via staff swipe card. Other identified staircases between floors can be used by students, staff and visitors.

Deliveries

Staff scheduling deliveries will need to advise couriers which level of SAB to attend and which staff member to contact. A loading dock on level 1 (accessible via Stewart Street) can be utilised by coordinating deliveries with RMIT Security on 9925 2051.
SPACES WITHIN THE BUILDING

Teaching spaces

There are 87 learning and teaching spaces in SAB of varying capabilities and types. All are fitted with innovative technologies and specialised furniture to support a variety of teaching approaches.

General rooms (8 types)
- 3 lecture theatres (capacity 360, 300 and 180)
- 4 interactive theatres (capacity 240, 180, 120 and 90)
- 6 lectorials (capacity 48, 60, 90 and 120)
- 1 discursive room (capacity 60)
- 22 interactive tutorials (capacity 60, 48 and 30)
- 21 project Rooms (capacity 60, 48 and 30)
- 9 conversational rooms (capacity 29)
- 8 workplace enabled rooms (capacity 30).

Specialist spaces
- 1 computer workshop (capacity 26)
- 1 Behavioural Business Lab (capacity 30)
- 1 RMIT Trading Facility (capacity 30)
- 1 virtual advertising agency (capacity 30)
- 1 NEIS lab (capacity 29)
- 1 CISCO room (capacity 30)
- SLAMS: drop-in study centre for College of Business students
- Pop-up shops, for NEIS new business start-ups


Ad hoc teaching space booking requests
Visit the Web Room Booking System for formal and informal use of RMIT teaching space: https://wrb.rmit.edu.au

Bookings can be:
- up to four consecutive weeks in duration
- in any centrally managed classroom or lecture theatre (not meeting rooms)
- in some specialist spaces.

Important - HVAC in teaching spaces
HVAC will only be activated when booked via Syllabus Plus and lights are switched on within the first 15 minutes of the booking.

Staff meeting rooms

There are a number of bookable meeting rooms throughout SAB which can be booked by non-College of Business staff via Google Calendar. Please keep meeting rooms tidy and be mindful of keeping to your booked time if others are waiting to use the room.

Bookable rooms are 80.7.58 (capacity 10), 80.8.13 (capacity 10), 80.8.56 (capacity 6), 80.9.17 (capacity 6) and 80.11.11 (capacity 10).
SPACES WITHIN THE BUILDING

Student spaces

Student meeting rooms are available for collaborative or individual learning, and are reserved through Bookit: https://bookit.rmit.edu.au

Students can also utilise empty teaching spaces when not timetabled. All spaces are fitted with a fixed room computer and projection facilities and a presenter’s desk with a fixed computer. To view available rooms, visit Roomfinder: https://roomfinder.rmit.edu.au

Student clubs and societies can book space for their meetings and events via: www.rmit.edu.au/timetabling/spacehireform

Portals / student lounges
There are 10 student lounges, or ‘portals’ in the SAB from levels 2 through 11, each with its own style. The portal on level 7 has a café, microwaves, native trees and a hardwood decking with views along Swanston Street. All portal spaces are shared usage, informal lounge spaces (for both staff and students) and can be booked during designated times to support events. Refer to page 11 for further information.

Student specialist space - Business Student Association (BSA)
The BSA space (80.01.07) is located facing Stewart Street at the rear of SAB. This space acts as a planning and communications hub as well as a drop-in centre from 10am to 6pm Monday to Friday during semester. Enquiries can be directed to the Business Enrichment Team of the College of Business, email bus.enrichment@rmit.edu.au

Student specialist space - Writers Retreat
The Writers Retreat (80.01.08) is located facing Stewart Street at the rear of SAB. It is managed by School of Media and Communication and provides an inviting space for aspiring writers. For further information, email caroline.neeling@rmit.edu.au

Other spaces

Staff workspaces
A mix of open plan and office suites are located from levels 5 to 11.

Rooftop
The rooftop on level 12 is accessible to all RMIT staff via swipe card access. Students will have access during events.

Retail
Retail is offered to enhance the community experience within the building. These privately operated outlets form an integral part of the SAB and its attraction for the students. There are food and beverage providers at the Stewart Street entry, the Swanston Street entry and in the Level 7 portal. There is a travel agency on the corner of A’Beckett and Stewart Streets.
AMENITIES AND FACILITIES

Toilets

Toilets (including ambulant toilets) are centrally located on all levels.

Bike parking

There are 85 bike racks in SAB within the bike cage on level 1 (accessible via Stewart Street), available to all staff and students. There are also various bike racks available around the perimeter of the building.

Apply for access: www.rmit.edu.au/security/accesscard

Change rooms and showers

There are male and female change rooms with showers within the bike cage on level 1 of SAB (accessible via Stewart Street) for use by RMIT staff and students. The change rooms also include 80 lockers (40 per change room).

Access to the bike cage and change rooms is via swipe card access only. Access can be programmed for students via RMIT Security.

Apply for access: www.rmit.edu.au/security/accesscard

Student lockers

A fee is payable to use one of the 32 lockers on level 2. They are available for general student use and are fitted with power for recharging devices.

There are also dedicated lockers for College of Business Higher Degree by Research candidates located in the atrium areas on the upper levels.

Staff rooms and tea points

All staff office levels are equipped with a tea point and levels 6, 8 and 10 with staff rooms. The tea points and staff rooms are to be used by College of Business staff only, and are accessed via swipe card.

Microwaves

There are several microwaves provided within the level 7 portal.

Digital signage

Digital signage is managed by the RMIT Digital team. Sign content ranges from general RMIT messaging to promotional messaging. Refer to www.rmit.edu.au/eve/marketing-communications for information about booking the signs.
INFORMATION TECHNOLOGY SERVICES (ITS)

ITS support

ITS support is available for teaching, learning, research and administrative activities.

Users of SAB can seek IT support in the following ways:

- In person: Building 80, Level 3 Service Point (Mon-Fri 8am-8pm; Sat 8.30am-4.30pm)
- Telephone: (03) 9925 8888
- Online: rmit.service-now.com/serviceandsupport

Audio Visual (AV) instructional charts are provided in teaching spaces and meeting rooms to set up AV equipment.

Student computing

SAB has been purpose-built to deliver a wireless computing environment for students throughout the building. Students can use mobile computing devices to access myDesktop, which provides access to educational software, the Internet and printers. Access myDesktop: www.rmit.edu.au/students/mydesktop

There are no fixed computer facilities for students within SAB - the closet facilities are available in Building 8 (level 3) and Building 10 (level 4).

Business Central

College of Business Central on level 7 of SAB, provides frontline academic administration support and advice to College of Business students on matters including programs and courses, timetable information, assignment submission, student forms requiring approval, appeals and other relevant matters. For further information, including student queue bookings, visit: www.rmit.edu.au/students/businesscentral

Note: students from other academic colleges can seek support and administration advice from RMIT Connect: www.rmit.edu.au/students/connect or by telephone (03) 9925 5000.
SECURITY

Services

There are 90 CCTV cameras throughout building monitored by RMIT Security. RMIT Security is responsible for the security of all buildings on all RMIT campuses. For more details: www.rmit.edu.au/security or call (03) 9925 3895.

Services include:
- patrols throughout the building and surrounds
- locking and unlocking of rooms as required
- provision of access cards for staff, students, contractors and visitors
- monitoring of CCTV cameras
- responding to fire alarms
- investigating reported incidents, such as theft or damage to the building
- security at events on behalf of both by internal and external clients.

SafeZone

SafeZone is a free app for all RMIT students and staff, that connects directly to the Security team when help is needed on campus. The app makes it easier to contact Security and aids a response if assistance is required, by sending specific details to the response team members. Download the free app: www.rmit.edu.au/security/safezone

Emergency contacts

Emergencies –Fire, Police, Ambulance or State Emergency Service:
000 from landline (if using a campus internal phone dial 0 for a line out) or 112 on mobile phone
RMIT Security (emergencies only): 53333 (if using a campus internal phone) or 9925 3333 (on external phone)
State Emergency Service (SES) for storm or flooding emergencies: 132 500 (dial 0 first if on campus)
Poisons Information Centre: 131 126 (dial 0 first if on campus)
106 TTY Emergency Service: If you are deaf or have a speech or hearing impairment call 106 for teletypewriters.

Emergency building evacuation procedures

SAB is fitted with an emergency evacuation system as follow:

Alert alarm (beep...BEEP...)
- Prepare to evacuate
- Turn off equipment
- Evacuate if there is immediate danger

Evacuate alarm (whoop...WHOOP...)
- Evacuate the building
- Follow the exit signs
- Do not use lifts or escalators (unless directed to do so by wardens)
- Exit the building
- Proceed to the assembly area (refer Evacuation diagrams in corridors)

Move
- Move people from danger to safety – if safe to do so

Activate
- Close the door- if safe to do so

Ring
- Ring Fire Brigade (0-000) or Security (Ext. 53333)

Attack
- Attack fire– if safe to do so

Evacuate
- Evacuate to a safe assembly area until emergency is over.
SUSTAINABILITY

A building sustainability dashboard has been developed which showcases a number of environmentally sustainable design attributes of SAB, and tracks environmental performance of the building in real-time. In order to achieve the University’s greenhouse gas emissions reduction target, a combination of infrastructure upgrades and behaviour change is required to reduce energy consumption; the dashboard can assist in achieving this and can be accessed via: http://buildingdashboard.com/clients/rmit

HEATING AND COOLING

The building is controlled by a direct digital control Building Management System, fully compatible with, and interconnected to the existing City campus BACnet network. The BMS controls operation and provides status feedback of all mechanical plants, collects data from service meters, interfaces with lighting controls, and monitors load shedding during power failure.

The BMS was set up to carry out the following control schemes to reduce the total energy consumption of the Heating, Ventilation and Cooling (HVAC) system:

— Area Shutdown: Individual unoccupied office or teaching spaces will switch to setback or shut down.
— Economy Cycle: Fresh air will be provided at higher supply rates when external conditions match internal temperature set-points to provide free heating/cooling.
— Dynamic System Balancing: Pressure set-points in supply ducts will modulate on demand to reduce Heating, Ventilation and Cooling power consumption.
— Night Purge: HVAC supply and extract systems will run at night to pre-cool building structure and reduce peak chilled water demand.
— OptimumStart: BMS considers ambient and indoor temperatures as well as previous data on conditions to determine the best start time of the plant to reach conditions by the determined ‘occupied’ time.

Heating and cooling (HVAC)
HVAC in SAB operates during building opening hours, within a set band of temperatures, ranging from 19 to 26 degrees, depending on the outside temperature. Occupants have a responsibility to follow RMIT Thermal Comfort Guidelines and wear suitable clothing for the environmental conditions. If areas are booked outside of hours shown below, through the central booking system, heating and cooling will be supplied at these times: Monday to Friday, 7.30am-10pm and Saturday, 7.30am-6pm.
NB: An allowance of approximately 15 to 30 minutes should be made to cool a larger space on hot days.

HVAC in portals
Portal areas within SAB operate a mix-mode ventilation system, resulting in a wider temperature band aligned with outdoor conditions:
— During natural ventilation mode windows to the space open when external conditions are acceptable, to allow ventilation of the space. Conditions will be regulated through the use of gas heaters, fans and misters.
— When natural ventilation measures fail to keep conditions within the portal acceptable, mechanical ventilation mode will activate.
— Display screens explain the portal operational modes and track conditions in real time.

HVAC in staff open plan spaces
Chilled beams in open plan spaces are activated according to a temperature reading taken from the zone room sensors (scattered on columns). The chilled beam feels different compared with a traditional system as it uses less air-flow to cool and, as a result, occupants are typically more comfortable as it is less ‘drafty’ in the space. HVAC is activated Monday to Friday, 8am-9.30pm and Saturday, 9am-4.30pm.

HVAC in individual staff offices
Each office has a chilled beam that is activated according to the room occupancy, detected by a sensor. The lights turn off if the office is unoccupied and will then continue to receive ventilation but no cooling from the chilled beams. HVAC is activated Monday to Friday, 8am-9.30pm and Saturday, 9am-4.30pm.

Important - HVAC in teaching spaces
HVAC will only be activated when booked via Syllabus Plus and lights are switched on within the first 15 minutes of the booking.
## CITY CAMPUS SERVICES

### Library
The Swanston Library entry is in Building 8, level 5.
(03) 9925 2020

### RMIT Connect
RMIT Connect is located in Building 8 level 4 and provides student administration support and advice on matters including enrolment, student cards, transcripts, transport concessions, refund applications, fees, special consideration, exams and results.
(03) 9925 5000
[www.rmit.edu.au/students/connect](http://www.rmit.edu.au/students/connect)

### Prayer facilities
The City campus prayer rooms/ meditation space are located at Building 46, 11 Lygon Street, Carlton.

To access the City campus prayer rooms you will need a security access card. To get this please go to the Security Control Room, Building 14, Level 3, entrance via Franklin Street and request a security access card for Building 46.

### Counselling services
Staff: [www.rmit.edu.au/staff/benefits/eap](http://www.rmit.edu.au/staff/benefits/eap) (login required)

### Financial services
There is Commonwealth Bank of Australia (CBA) automatic teller machine (ATM) is located on level 2 of Building 80.

### Vending machines
There are a number of vending machines located throughout the building.

### Mailroom
The mailroom is located in Building 66 at a new purpose-built facility on the corner of Orr and Earl Street in Carlton.
EVENT/FUNCTION AND VENUE BOOKINGS

Overview

All non-teaching space and venue bookings in defined event-support spaces are managed centrally by University Events and Venues. Spaces are available for hire by staff and students only.

To book a space, please make a request via venues@rmit.edu.au for availability to be assessed (including impact on adjacent users) and provide contact details and an Internal Order Number (ION). If the booking is secured, the ION may be used to recover ancillary costs, such as additional staffing, cleaning, maintenance etc.

In addition, venue staff may request that a Security Event Risk Assessment form (SERA) is completed and sent to RMIT Security to assess the level of security required for your event. Criteria assessed include:

— Is alcohol provided?
— Does the event include potentially controversial subject matter?
— Does the event include more than 50 attendees?
— Is the event on a weekend, after hours or public holiday?
— Does the event have VIP's/Dignitaries (e.g. State, Federal or International) in attendance?

Once the SERA is completed, it may indicate that a security presence is required at your event, in this instance a quote will be provided to the event organiser for review and approval.

Venue bookings requests are ranked in the following priority order:

— major RMIT University events and critical business activities
— RMIT staff engaged in RMIT University-related activities.

Access to these areas will include appropriate built in set up and pack down times. Venue set-up, pack down and tidying is the responsibility of the hirer.

Any and all additional equipment required must be hired, installed and removed at the hirer’s expense.

A loading dock is located on level 1 (accessible via Stewart Street) for deliveries and leads directly to the goods lift. Delivery times for retailers are between 6am and 5pm and access needs to be coordinated with RMIT Security.

All AV assistance must be requested through ITS and the AV online event support form, completed at: http://itswebforms.rmit.edu.au/event

The hirer must ensure that the space is left in a clean, tidy condition and all existing furniture and equipment is left in the original space/layout it was found on arrival. Any post event restoration will be at the expense of the hirer.

SAB’s maximum event capacity is 150 guests (level 12, rooftop). If a higher capacity is required, other suitable bookable event spaces external to the building will need to be booked.

Catering

The food and beverage tenancies offer a range of products and cuisines, offering catering options for small and large events. There is no exclusivity to the catering and food service provisions within the building. For a list of current tenancies please visit: www.rmit.edu.au/students/food

All catering needs to be supplied ready to serve, as no heating or refrigeration facilities are available.

Contact

(03) 9925 1773 / venues@rmit.edu.au / www.rmit.edu.au/events/venues-for-hire
SAB function spaces
Building 80, Level 02
SAB function spaces
Building 80, Level 02

Maximum Capacity = 100 pax

Special Conditions
-SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.
-This area is a within a main entrance point to the building. Access and egress paths must be kept clear.

Building Conditions
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard onsite.

Room features
- Stair area - flexible area with tables and seating for 40+ pax.
SAB function spaces
Building 80, Level 03
SAB function spaces
Building 80, Level 03

**Maximum Capacity** = 80 pax over two areas

**Special Conditions**
- SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.

**Building Conditions**
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard onsite.

**Room features**
- Flexible area with 4 tables and 12 chairs.
SAB function spaces
Building 80, Level 04
SAB function spaces
Building 80, Level 04

Maximum Capacity = 100 pax

Special Conditions
-SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.

Building Conditions
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard onsite.

Room features
- Mezzanine area with 21 fixed seats
- Internal courtyard with 15 fixed seats
- Outdoor balcony area with 21 fixed seats and large bench tables.
SAB function spaces
Building 80, Level 05
SAB function spaces
Building 80, Level 05

Maximum Capacity = 40

Special Conditions
-SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.

Building Conditions
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard onsite.

Room features
- 15 seats inside, 22 fixed seats in outer area.
SAB function spaces
Building 80, Level 06
SAB function spaces
Building 80, Level 06

Maximum Capacity = 90

Special Conditions
-SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.

Building Conditions
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard onsite.

Room features
- 52 seats internally
- 25 seats on balcony.
SAB function spaces
Building 80, Level 07
SAB function spaces
Building 80, Level 07

Maximum Capacity = 80 (red zone)

Special Conditions
SAB is a teaching facility. Function spaces around teaching spaces need to be sensitive to teaching and learning activities throughout the building. Areas marked in YELLOW may be booked if Lecture Theatre 80.06.001 is being used for an event, to ensure exclusive access to the area and sufficient room for guests of the event to gather.

Building Conditions
SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard on site.

Room features
- Commercial food retail outlet adjoins this space
- Ample balcony and mezzanine area
- Seating for up to 70.
SAB function spaces
Building 80, Level 10
SAB function spaces
Building 80, Level 10

Maximum Capacity = 70

Special Conditions
-SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building.

Building Conditions
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes, events or conferences). Access after hours will require a security guard onsite.

Room features
- 28 seats.
SAB Rooftop
Building 80, Level 12
SAB Rooftop
Building 80, Level 12

**Maximum Capacity** = 200 pax total.

**Special Conditions**
- SAB is a teaching facility. Function spaces around event bookings of teaching spaces need to be sensitive to teaching and learning activities throughout the building
- Swipe card access required for staff and student bookings
- Wet weather contingency plans are recommended.

**Building Conditions**
- SAB is open from 7am to 10pm (Mon-Fri), 7am to 6pm (Saturday) and Sunday variable (only open for scheduled classes or events). Access after hours will require a security guard onsite.

**Room features**
- Fixed and unfixed outdoor furniture
- Electric push button heaters
- Electric Barbecue with sink
- Store room with sink
- Unisex toilet and disabled toilet