FACT SHEET

Reserved Parking Bays – Use of Parking Prevention Devices

In response to a number of inquiries about the installation of parking prevention devices to allocated reserved parking bays, we have prepared this fact sheet that addresses installation, approved product and installers, and WHS issues that have previously arisen from various parking prevention devices.

If you have an allocated reserved parking bay you may, at your cost, install a parking prevention device by following these guidelines.

**Product:** Seton Catalogue or Area Safe Products, Catalogue 2007 Surex – removable bollards using the Padlock secured removable bollard using flush service mounted hinged hole cap which locks to the post when bollard is in place.

Area Safe Product Catalogue reference: 09-SRP90 Padlocked secured removable bollard 090 x 950 Telephone: 1300 889 821.

**Installation:** By approved Facilities Management Division (FMD) Schedule of Rates contractor only. See listing overleaf. Approved contractors have been inducted and provided supporting WHS compliance documentation.

Contractor can provide a supply and install price to undertake the work.

**Users**

Use of the product:

The bollard should be installed into the centre front section of the parking bay, set back so that it does not cause obstruction or infringe on a vehicle turning or leaving from adjacent parking bays.

The occupier should ensure the bollard is in place and padlocked when the space is not occupied to reduce the risk of incidence of trip hazard. When the occupier arrives they may park the car so that the bollard can be placed back in the hole or the bollard is placed in the boot of the vehicle until it is necessary to place it back in the hole on departure.

Removal of the bollard after installation will incur expenses for the area to be made good.
List of UOW Approved Schedule of Rate Contractors

Maurice Comacchio  02 4285 4640
Jeff Adams Pty Ltd  0417427955

Information for Contractor

Contractor is to follow approved method of installation:

Multi-Storey Carpark (approved dynabolt installation only)

- Bollard type – Surex Square base plate mounted removable bollard.
- Installation via 4 x dynabolts (size as advised by Surex) through base plate into carpark concrete slab.
- All WHS and University of Wollongong Contractor Guidelines to be followed at all times.
- Carpark Attendant to be advised of works prior to commencement.

Outdoor Carpark Areas

- Bollard type – Surex padlock secured bollard with new concrete sleeve.
- Installation:
  - Cut square 250 x 250 x 225 deep through asphalt and road base material.
  - Position bollard sleeve as per manufacturer’s instruction and back fill with quick-set type concrete.
  - Screeding of concrete to be flush with asphalt finish level.
  - When bollard is removed the cover flap must finish flush with asphalt finish level.
  - All WHS and University of Wollongong Contractor Guidelines to be followed at all times.
  - Carpark Attendant to be advised of works prior to commencement.