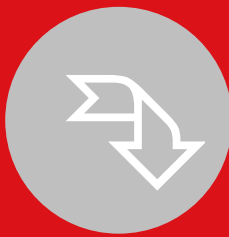


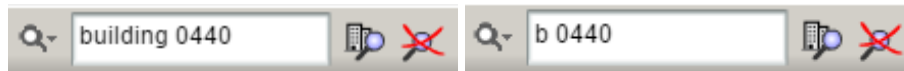
# Tip #6



# FMCENTRAL

## Accessing Building Emergency Plans and Hazardous Materials Registers from FMCentral

1. Log into [FMCentral](#) and select Map enquiry
2. To search for a CSU building select 'building' from the list of Search Hints on the top right hand side of the page (or type 'b' into the search cell), then enter the building number and press enter;



3. A list will appear containing results matching your search criteria. Click on the relevant building. The map will zoom and centre on the selected building.
4. The right hand Information Panel will display information relevant to the selected building. The 'Building Emergency Plan' and/or 'Hazardous Materials Register' should appear in the 'Building Links' section (see image to right).

*Please note: If you cannot see a Building Emergency Plan or Hazardous Materials Register please contact [emergency-planning@csu.edu.au](mailto:emergency-planning@csu.edu.au)*

The screenshot shows the FMCentral interface for a specific building. At the top right is a 'Log Out' link. Below it are tabs for 'Site' and 'Building Floor'. A dropdown menu is set to 'Building'. The main content area is titled 'Facilities Management' with an 'Edit Details' button. Below this, the 'Site' is identified as 'Wagga Wagga Campus'. The 'Building Information' section lists: Building Number: 0440, Building Name: Facilities Management, Building Use: OFFICE - ADMINISTRATION, Number of Floors: 1, Building Status: Active, and Owned By: CSU. The 'Asset Information' section lists: Construction type: BRICK and Heritage Building: X. The 'Space Information' section lists: Total Room Area: 304.18, Usable Floor Area: 168.08, Fully Enclosed Covered Area: 274.91, Unenclosed Covered Area: 1.15, and Gross Floor Area: 276.06. Below the text is a photograph of a brick building. At the bottom, the 'Building Links' section contains two links: 'Building Emergency Plan' and 'Hazardous Materials Register'.