FACILITIES OPERATIONS POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category: Operations
Approval Date: January 30, 2019
Effective Date: February 1, 2019
Policy Owner: Vice President, Corporate Services and Finance
Policy Administrator: Director, Facilities

Objective:
NorQuest College (college) views that the operation of the facilities has a direct impact on the impression and experience encountered by the public, students and employees. Appropriate operation and management of facilities, supports and promotes the reputation and image of the college.

Authority to establish this policy is derived from the NorQuest College Board of Governor’s Policy No. 5 which delegates authority to the President and CEO to establish policies and procedures for the college’s management and operation.

Policy:
The college will operate and manage its property and facilities in an efficient, sustainable and cost-effective manner that promotes;

a safe, secure, well-maintained and productive learning and working environment

and supports advancing college reputation and image.

Definitions:
N/A

Related NorQuest College Information:
• Access to College Property and Facilities Procedure
• Access to College Secured Document Shredding Bins Procedure
• Atrium Fire Safety Procedure – Singhmar Centre for Learning
• Children on College Property Procedure
• Electrical Appliances and Extension Devices Procedure
• Emergency and Continuity Management Policy
• Facility Closure and Suspend Operations Procedure
• Facility Rental Procedure
• Furniture Management Procedure
• Health and Safety Policy
• Managing Displays on Common Area Wall Space Procedure
• Parking Policy
• Parking Procedure
• Security Incident and Criminal Activity Reporting and Investigations Procedure
• Space Allocation and Utilization Procedure
• Surveillance Systems Policy
• Universal Design for Physical Spaces Procedure
• Universal Design Policy

Related External Information:
N/A

Next Review Date:
December 2023

Revision History:
June 2014: new
January 2015: revised
June 2015: update document links
July 2015: update related information
October 2018: reviewed as per the Policy and Procedure Framework Procedure
June 2019: update to content, Owner and Administrator, and to links
August 2019: Compliance Office template & reorganization update