

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:	<p>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.</p> <p>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.</p>
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:	<ul style="list-style-type: none"> • 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:	<p>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</p>