

ACCESS TO COLLEGE PROPERTY & FACILITIES PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	June 15, 2016
Effective Date:	June 1, 2016
Procedure Owner:	Vice President, College Services and Chief Financial Officer
Procedure Administrator:	Senior Manager, Facilities Management

Overview:

NorQuest College (college) strives to maintain a safe and secure environment for all persons accessing its property and facilities, and takes reasonable measures to control access to manage safety and security of all persons and property.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

The following procedures apply:

- The college authorizes access to its property and facilities for its employees, registered students, guest, and those who have approved relationships with the college.
- College employees and registered students are required to carry authorized college picture identification cards on their person and must be able to produce their identification card when requested by Security.
- Employees may be authorized by the college to hold keys and/or access cards to access their normal place of work.
- Keys and access cards must not be shared or loaned to others.
- Members of the general public may access college property and facilities for purposes of obtaining program information, being processed for enrolment or registration, attending a course of study, scheduled appointments, a guest of a registered student for official college functions, under a Facility Rental Agreement, by college invitation or other college approved access.
- Members of the general public may access college property and facilities for short-term durations to meet with an employee, faculty member or registered student.
- Any individual entering college facilities may be required to sign-in/sign-out as part of the security access control.
- The college, at its sole discretion, retains the right to set hours of operation, specify restricted areas, restrict access to specified persons, deny or ban access to any person(s) from its property or facilities.
- The college will monitor access activity to ensure that individuals accessing the property are authorized to do so.
- The college maintains the right to require anyone on college property to provide their reason for being there. If a person(s) is not authorized, the college maintains the right to refuse access and/or request the person(s) to leave the property.
- Pets or animals are not allowed inside college facilities, with the exception of authorized service/guide dogs, certified therapy

animals, and assisted living animals required for medical reasons. Exceptions may be made for special circumstances and for college approved functions.

- Bicycles, skateboards, roller blades, scooters or other such personal transportation vehicles are not permitted to be used or worn in college facilities or on college property.
- Firearms, weapons, knives, explosives, illegal drugs, unlawful items or device deemed by the college to be capable of inflicting bodily harm and/or damage to property are not permitted on college property or facilities.
- Unauthorized canvassing, soliciting or peddling is not permitted on college property.
- Any person(s) who appear to be in violation of the procedure is to be reported to Security or Facilities Management, for Downtown Campus, or to a Dean, Manager, or Coordinator at other sites. If it is determined that the person(s) does not have authorized access, they may be requested to leave.
- Should a person(s) refuse to leave college property after being requested to do so the college has the right to contact the police.
- When it is determined that a person(s) is to be banned access, Facilities Management is to be contacted to initiate appropriate measures. Authorization to ban a person from the college must come from the Senior Manager, Facilities Management or a Senior College Official. When a registered student is banned, the appropriate Dean and Registrar will be advised.

Access to E&IT Facilities

- Access to E&IT restricted facilities is permitted to all E&IT Technology Infrastructure staff, Facilities Management and other E&IT departmental systems support staff whose job responsibilities require that they have access to these areas.
- Manager Technology Infrastructure has the authority to grant temporary access to these facilities and to enable others to enter and leave with the provision that access is related to work requiring access to these facilities.
- Personnel with controlling access are responsible for the security of the area and for any individuals, such as vendors or contractors, which they have authorized to be in these facilities.
- Personnel with controlling access must wear their issued staff identification card at all times.
- All doors to an E&IT restricted facility must remain locked at all times and may only be temporarily opened for periods not to exceed that minimally necessary, in order to:
 - allow entrance and exit of authorized individuals
 - permit the transfer of supplies/equipment as directly supervised by a person with controlling access to the area, or
 - prop open a door only if it is necessary to increase airflow into the facility in the event of an air-conditioning failure. In this case, staff with controlling access must be present, and they must also limit access to the facility.

Definitions

Approved Relationship: a person authorized by the college as a volunteer, alumni, sponsor, donor, under an agreement/contract, or other such capacity.

E&IT Restricted Facility: a facility or portion of a facility, also known as a data centre, server room, wire closet, etc. used to house computer



systems and/or network infrastructure equipment such as servers, routers, switches, telecommunications and backup systems.

Registered Student: a person who is admitted into a course or program offered by the college.

Restricted Areas: specified areas or property which has been identified as having its access restricted to only specifically authorized persons. Restricted areas are not typically open to the general public.

Related Information:

- [Children on College Property Procedure](#)
- [Facility Rental Procedure](#)
- [Petty Trespass Act](#)
- [Security Incident and Criminal Activity Reporting and Investigations Procedure](#)
- [Trespass to Premises Act](#)

Related Documentation:

N/A

Next Review Date:

June 2020

Revision History:

June 2016: New (replaces Standard Practice 4.15 – Access to College Property and Facilities; E&IT Facilities Physical Access Policy; and E&IT Facilities Physical Access Procedure)