NORQUEST COLLEGE

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	March 6, 2024
Effective date	March 6, 2024
Policy owner	Vice President, Administration & Chief Financial Officer
Policy Administrator	Director, Campus Services

Objective

NorQuest College (college) views that the operation of college facilities has a direct impact on the health and safety, impression, and experience of 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 Governors 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 information

NorQuest College

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

External

N/A

Next review date

March 2028

Revision history

Date	Version Number	Action
June 2014	V1	New.
January 2015	V2	Revised.
June 2015	V3 (published as V2)	Updated document links.
July 2015	V4 (published as V3)	Updated related information.
October 2018	V5 (published as V4)	Reviewed as per the Policy and Procedure Framework Procedure.
June 2019	V6 (published as V5)	Update to content, Owner and Administrator and to links.
August 2019	V7 (published as V5-C)	Compliance Office template & reorganization update.
March 2024	V8	Reviewed. Updates made to preamble and to document links.