

Buildings and Grounds Usage

University Policy No: BP3105
Classification: Buildings and Properties
Approving Authority: Vice-President
Finance and Operations
Effective: September 2017
Supersedes: April 2015
Last Editorial Change:
Mandated review: September 2024

PURPOSE

- 1.00 The purpose of this policy is to outline the responsibility for the effective maintenance, security, safety and economic operation of university buildings and grounds and to ensure that all buildings and grounds are used in accordance with university directives for the use of space.

SCOPE

- 2.00 This policy applies to all university owned or leased space, grounds, structures or other types of property located on or off the Gordon Head campus.

POLICY

- 3.00 The hours that university buildings are open shall reflect both academic and administrative needs with consideration for energy conservation opportunities. Where a requirement is demonstrated for a building to be open on a regular basis at other than normal times, the normal building hours may be adjusted with the approval of the Vice-President Finance and Operations.

Normal hours that buildings shall be open are:

Major classroom office buildings	7:00 AM – 8:00 PM during academic terms (Mon-Fri) 7:00 AM - 6:00 PM between academic terms (Mon-Fri)
Administrative office buildings	8:00 AM – 5:30 PM (Mon-Fri)
Libraries, Ancillaries and agencies	As approved by the appropriate administrative authority.

Classrooms being used for evening classes will be scheduled to be open as required.

Responsibility for an unplanned or emergency closure and subsequent reopening of a building rests with the Executive Director Facilities Management and the Office of Occupational Health, Safety and Environment.

4.00 After hours use and occupancy

- 4.01 The department head shall determine and control the hours of use and occupancy of areas assigned to a department.
- 4.02 Other persons may occupy buildings after hours only upon the express permission of the appropriate department head.
- 4.03 Any persons occupying buildings after hours shall provide identification upon request by a university official, Service Worker or Security Patrol Officer.
- 4.04 Any person entering a locked building after hours shall keep the building locked while occupying it and shall ensure that it is locked upon their departure.
- 4.05 When a building is opened for use during other than normal hours, the department head who authorized the use shall name a person to be in attendance and to be responsible for the safety and security of the building area which is to be used and for securing it after use. Campus Security shall be advised of the hours of such use and the person in attendance.

5.00 Temporary Use for Conferences, Seminars, Displays, Science Fairs etc.

- 5.01 Layouts for booths and display areas associated with such temporary use shall be filed with the Director of Maintenance and Operations, Director of Project Management Services and the Manager, Interior Modifications Services.
- 5.02 In the preparation of these layouts, safety considerations especially those regarding service connections and access to exits shall be a priority.
- 5.03 The cost of the preparation of layout drawings and any necessary building and fire code analysis is the responsibility of the sponsor department.

6.00 Animals

- 6.01 This Policy does not apply to animals permitted by law to be on university grounds and in university buildings including Guide Dogs and Service Dogs as defined in the Guide Dog and Service Dog Act. Individuals who require an animal to assist with a disability should consult the Employment Accommodation Policy and/or the Academic Accommodation and Access for Students with Disabilities Policy.
- 6.02 Pets and other animals shall not be brought into or through any university building, even under the restraint of a leash. This does not apply to animals housed in laboratory areas for research purposes.
- 6.03 Persons must not bring onto university grounds any animal that is not either caged, confined to a vehicle, or on leash.

6.04 Persons with leashed animals on university property are responsible for cleaning and disposing of animal waste in an appropriate manner.

7.00 Grounds

7.01 The university grounds are provided and maintained for use by the university community and approved uses by the public.

7.02 No alteration to the university grounds including, without limitation: modifications to gardens, trees, lawns, trails, pathways or hard surface areas may be made without the prior approval from the Executive Director Facilities Management or designate.

7.03 Tents or other temporary shelters may not be erected without prior approval from the Executive Director of Facilities Management or designate.

7.04 No person shall occupy an approved tent or shelter overnight without prior approval from the Director of Campus Security Services or designate.

8.00 Buildings

8.01 All alterations, renovations or improvements to buildings and utility services shall require the prior approval of the Executive Director, Facilities Management or designate.

8.02 Any equipment installations affecting electrical, plumbing, heating or ventilation systems or otherwise affecting building operations, maintenance or safety shall require the prior approval of the Executive Director, Facilities Management or designate.

8.03 All non-assigned space is under the stewardship of Facilities Management.

8.04 The main purposes of hallways, corridors and other circulation space are to provide for the safe and unobstructed movement of people.

8.05 The secondary use of hallways, corridors and other circulation space must reflect the regulations prescribed under the British Columbia Building Code and the British Columbia Fire Code that prescribe that corridors and other access to exits, such as hallways and other circulation space, be maintained free from obstructions.

8.06 No furniture, fixtures or equipment may be placed in hallways, corridors or other circulation spaces without written approval from the Executive Director, Facilities Management or designate.

8.07 No person shall store or park a bicycle in any hallway, corridor, other circulation spaces, office, or storage area in any building on campus, except in approved bicycle storage areas.

9.00 Exceptions

- 9.01 Applications for exceptions to this Policy will be reviewed and approved at the discretion of the Executive Director, Facilities Management.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Vice-President Finance and Operations
- ii) Designated Executive Officer: Vice-President Finance and Operations
- iii) Procedural Authority: Vice-President Finance and Operations
- iv) Procedural Officer: Executive Director, Facilities Management

RELEVANT LEGISLATION

British Columbia Building Code

British Columbia Fire Code

[*Guide and Service Dog Act, SBC 2017 c 17*](#)

[*Guide and Service Dog Regulation, BC Reg. 58/2017*](#)

RELATED POLICIES AND DOCUMENTS

[Key and Access Card Control \(BP3125\)](#)

[Furniture, Fittings, Finishes and Artwork Policy \(BP3130\)](#)

[University Signage \(BP3140\)](#)

Guidelines for the Use of Certified Guide and Service Dogs on Campus
