

## 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.

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| <b>Functional Category:</b>  | Operations   |
| <b>Approval Date:</b>        | January 22, 2015   |
| <b>Effective Date:</b>       | January 22, 2015   |
| <b>Policy Owner:</b>         | Vice President, College Services and Chief Financial Officer   |
| <b>Policy Administrator:</b> | Senior Manager, Facilities Management  |
| <b>Objective:</b>            | <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 <a href="#">NorQuest College Board of Governor's Policy No. 5</a> which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>   |
| <b>Policy:</b>               | The college will operate and manage its property, facilities and security operations in an efficient, cost-effective manner that promotes; a safe, secure and productive learning and working environment and supports advancing college reputation and image.   |
| <b>Definitions:</b>          | N/A  |
| <b>Related Information:</b>  | <ul style="list-style-type: none"> <li>• <a href="#">Health and Safety Policy</a></li> <li>• <a href="#">Surveillance Systems Policy</a></li> </ul>  |
| <b>Related Procedures:</b>   | <ul style="list-style-type: none"> <li>• Access to College Property and Facilities Procedure (to be developed)</li> <li>• <a href="#">Children on College Property Procedure</a></li> <li>• <a href="#">Electrical Appliances and Extension Devices Procedure</a></li> <li>• <a href="#">Facility Rental Procedure</a></li> <li>• <a href="#">Furniture Management Procedure</a></li> <li>• <a href="#">Managing Displays on Common Area Wall Space Procedure</a></li> <li>• <a href="#">Security Incident and Criminal Activity Reporting and Investigations Procedure</a></li> <li>• <a href="#">Space Allocation Utilization Procedure</a></li> </ul> |
| <b>Next Review Date:</b>     | December 2018  |
| <b>Revision History:</b>     | <p>June 2014: New<br/>         January 2015: Revised<br/>         June 2015: update document links<br/>         July 2015: update related information</p>  |