

<b>Policy Name:</b>	Building Authorities
<b>Originating/Responsible Department:</b>	Facilities Management and Planning
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	August 1997
<b>Last Updated:</b>	January 2012
<b>Mandatory Revision Date:</b>	January 2017
<b>Contact:</b>	Assistant Vice-President (Facilities Management and Planning)

**Policy:**

Each building on the Carleton University campus will be assigned a Building Authority to facilitate the effective operation of the building. The Building Authority acts as a facilitator for review of building operational issues, communications with building occupants, and has delegated authority to take corrective action in areas related to the health and safety of the building occupants.

**Purpose:**

Carleton University endeavours to provide a safe and healthy environment for work and study. The purpose of this policy is to establish responsibility and clear and consistent procedures for communication with building occupants, the implementation of actions required to protect the health and safety of building occupants, review and make recommendations related to safety issues associated with the operations of the building, and for the implementation of building-related policies.

**Scope:**

This policy applies to the operation of all Carleton University buildings.

**Procedures:**

The Vice-President (Finance and Administration) will designate a Building Authority for each building.

The Building Authority or designate has responsibility to:

1. Establish a communication system with all building occupants. This includes maintaining an up-to-date contact list for occupant departments and establishing a mechanism for effectively communicating with the contacts in an emergency.
2. Serve as the main point of contact for those service units who may be undertaking work such as upgrades, renovations, and new installations, inspections, or patrol practices in the building (for example, Facilities Management and Planning, Instructional Media Services, Computing and Communication Services, University Safety). Service units must consult the Building Authority regarding planning and scheduling work to reduce conflicts and advise on the appropriateness of the work and schedule. Normally two weeks advanced notice is provided. The Building Authority will work with service units to determine the most appropriate method of communication.
3. Receive notification of, or be consulted about the closing of certain work areas. This may be due to such things as temperature extremes, odours, or other factors affecting health and safety. The Building Authority does not have the authority to cancel classes; this authority resides within the Office of the President.
4. Work with Environmental Health and Safety to appoint and maintain Fire Safety Wardens.

5. Receive copies of fire safety reports and notices from Environmental Health and Safety for distribution to the appropriate departments. Work with Environmental Health and Safety to ensure that required corrective action is taken to address deficiencies.
6. Receive advance (two weeks) notice of fire/evacuation drills from Environmental Health and Safety to minimize conflicts and disruptions.
7. Receive copies of workplace inspection reports from the Joint Health and Safety Committee for distribution to the appropriate departments. Work with Environmental Health and Safety to ensure that required corrective action is taken to address identified health and safety concerns.
8. Serve as the main point of contact for the implementation of risk assessments and inspections of building common spaces.
9. Interpret and work with the responsible departments to apply building-related policies and procedures such as:
  - a. Closing Due to Indoor Temperature Extremes Policy
  - b. Environmental Health and Safety Policy
  - c. Evacuation Drills Policy
  - d. Hazard Reporting Policy
  - e. Workplace Violence and Harassment Prevention Policies and Programs
  - f. Roof and Service Access Policy
  - g. Smoking on Campus Policy
  - h. Asbestos Management Policy
  - i. Emergency Response Plan

**Contacts:**

Vice-President (Finance and Administration)

Assistant Vice-President (Facilities Management and Planning)

Director, University Safety

Assistant Director (Environmental Health and Safety)

**Attachment: Building Authorities List**

## CARLETON UNIVERSITY BUILDING AUTHORITIES

<b>Building</b>	<b>Building Authority</b>	<b>Tel. Ext.</b>
Architecture Building (AA)	Dean of the Faculty of Engineering and Design	5790
Azrieli Pavilion (AP)	Dean of the Faculty of Engineering and Design	5790
Azrieli Theatre (AT)	Assistant Vice-President (Facilities Management and Planning)	4475
Canal Building	Dean of the Faculty of Engineering and Design	5790
Colonel By Child Care Centre (CC)	Assistant Vice-President (Facilities Management and Planning)	4475
Technology and Training Centre (TT)	Assistant Vice-President (Facilities Management and Planning)	4475
Dunton Tower (DT)	Dean of the Sprott School of Business	8078
Fire Research Centre	Assistant Vice-President (Facilities Management and Planning)	4475
HCI/ V-SIM	Vice-President (Research and International)	3570
H.H.J. Nesbitt Biology Building (NB)	Dean of the Faculty of Science	4388
Herzberg Laboratories (HP)	Dean of the Faculty of Science	4388
Life Sciences Research Building (LS)	Vice-President (Research and International)	3570
Loeb Building (LA)	Dean of the Faculty of Public Affairs	3741
Mackenzie Building (ME)	Dean of the Faculty of Engineering and Design	5790
MacOdrum Library (ML)	University Librarian	8260
Maintenance Building (MB)	Assistant Vice-President (Facilities Management and Planning)	4475
Minto C.A.S.E Building (MC)	Dean of the Faculty of Engineering and Design	5790
National Wildlife Research Centre (NW)	Assistant Vice-President (Facilities Management and Planning)	4475
Paterson Hall (PA)	Dean of the Faculty of Arts and Social Sciences	2355
Physical Recreation and Athletics Centre/ Gym/Alumni Hall/Field House/Ice House	Director of Physical Recreation and Athletics	4480
Residence Commons and Residences	Director of Housing and Conference Services	5612
River Building (RB)	Dean of the Faculty of Public Affairs	3741
Robertson Hall (RO)	Assistant Vice-President (University Services)	3621
St. Patrick's Building (SP)	Dean of the Faculty of Arts and Social Sciences	2355
Social Science Research Building (SR)	Dean of the Faculty of Arts and Social Sciences	2355
Southam Hall (SA)	Assistant Vice-President (Facilities Management and Planning)	4475
Steacie Building (SC)	Dean of the Faculty of Science	4388
Tory Building (TB)	Vice-President (Finance and Administration)	3804
University Centre (UC)	Assistant Vice-President (Facilities Management and Planning)	4475