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| Policy Name: | Building Authorities |
| Originating/Responsible Department: | Facilities Management and Planning |
| Approval Authority: | Senior Management Committee |
| Date of Original Policy: | August 1997 |
| Last Updated: | March 2022 |
| Mandatory Revision Date: | March 2027 |
| Contact: | 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 facilitate corrective action in areas related to concerns arising from the Joint Health and Safety Committee's periodic inspections regarding 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. Appoint a dedicated liaison for communication and collaboration for matters relating to the building. 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 case of building specific operational emergencies. Communications in cases of university wide emergencies are the responsibility of the Department of University Communications.
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 and 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. Establish Building hours. The Building Authority will work with service units to determine the most appropriate building hours. The Building Authority is responsible for communicating exceptions to the building hours or access/egress points to service departments and other stakeholders.
5. Establish a process for reviewing requests for after hours access. Work with service units to determine who needs after hours access, and how they will access the building.
6. Work with the Office of Risk Management to appoint and maintain the Carleton University Emergency Response Team that effectively cover the entire building, who will assist in evacuations. Receive advance (two weeks) notice of fire/evacuation drills to minimize conflicts and disruptions. Receive copies of fire safety reports and notices for distribution to the appropriate departments. Work with the Office of Risk Management to ensure that required corrective action is taken to address deficiencies.
7. Serve as the main point of contact for the implementation of risk assessments and inspections of building common spaces.
8. Receive copies of workplace inspection reports (Joint Health and Safety Committee or similar) for distribution to the appropriate departments. Work with the Office of Risk Management to ensure that required corrective action is taken to address identified health and safety concerns.
9. Receive copies of and/or be advised of injuries or incidents of significance in their building.
10. Work with the responsible departments to apply building occupant-related policies and procedures such as:
 - a. Asbestos Management Policy
 - b. Closing Due to Indoor Temperature Extremes Policy
 - c. Evacuation Drills Policy
 - d. Hazard Reporting Policy
 - e. Emergency Management and Continuity of Operations Program
 - f. Card Access to Buildings and Labs
 - g. Video Recording and Surveillance

Contacts:

Vice-President (Finance and Administration)

Assistant Vice-President (Facilities Management and Planning)

Executive Director Risk Management Services (Office of Risk Management)

Director (Environmental Health and Safety)

Director (Campus Safety Services)

Attachment: Building Authorities List

CARLETON UNIVERSITY BUILDING AUTHORITIES

| Building | Building Authority | Tel. Ext. |
|---|---|------------------|
| Architecture Building (AA) | Dean (Faculty of Engineering and Design) | 5790 |
| ARISE (AR) | Vice-President (Research and International) | 7838 |
| Azrieli Pavilion (AP) | Dean (Faculty of Engineering and Design) | 5790 |
| Azrieli Theatre (AT) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Canal Building (CB) | Dean (Faculty of Engineering and Design) | 5790 |
| Child Care Centre (CC) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Dominion Chalmers Centre | Director, Dominion Chalmers Centre | 4429 |
| Dunton Tower (DT) | Associate VP (Teaching & Learning Services) | 4027 |
| HCI/ V-SIM | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| H.H.J. Nesbitt Biology Building (NB) | Dean (Faculty of Science) | 8766 |
| Health Science Building (HS) | Dean (Faculty of Science) | 8766 |
| Herzberg Laboratories (HP) | Dean (Faculty of Science) | 8766 |
| Loeb Building (LA) | Dean (Faculty of Public Affairs) | 3741 |
| Mackenzie Building (ME) | Dean (Faculty of Engineering and Design) | 5790 |
| MacOdrum Library (ML) | University Librarian | 8189 |
| Maintenance Building (MB) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Minto C.A.S.E Building (MC) | Dean (Faculty of Engineering and Design) | 5790 |
| National Wildlife Research Centre (NW) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Nicol Building | Dean (Sprott School of Business) | 2180 |
| Paterson Hall (PA) | Dean (Faculty of Arts and Social Sciences) | 2355 |
| Physical Recreation and Athletics Centre/ Gym/Alumni Hall/Field House/Ice House | Assistant Vice-President(Recreation and Athletics) | 4480 |
| Residence Commons and Residences | Director (Housing and Residence Life) | 5612 |
| Richcraft Hall (RB) | Dean (Faculty of Public Affairs) | 3741 |
| Robertson Hall (RO) | Director (Strategic Procurement) | 3621 |
| St. Patrick's Building (SP) | Dean (Faculty of Arts and Social Sciences) | 2355 |
| Social Science Research Building (SR) | Dean (Faculty of Arts and Social Sciences) | 2355 |

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| Southam Hall (SA) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Steacie Building (SC) | Dean (Faculty of Science) | 4388 |
| Technology and Training Centre (TT) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Tory Building (TB) | Vice-President (Finance and Administration) | 3804 |
| University Centre (UC) | Assistant Vice-President (Facilities Management and Planning) | 8118 |
| Urbandale Centre for Home Energy Research (UH) | Dean (Faculty of Engineering and Design) | 5790 |