

**REGULATIONS FOR HAVING ACCESS TO U OF T
FACILITIES AND SERVICES, UTILITIES & BUILDING OPERATIONS DIVISION
MECHANICAL ROOMS & BUILDING ROOFS**

The following regulations shall apply and be agreed to by **everyone** having access to Mechanical Rooms and Building Roofs that come under the responsibility of the Utilities & Building Operations Division, Facilities & Services Department, University of Toronto.

1. No copying of keys is permitted.
2. Keys shall only be used by the person(s) they are assigned to and shall not be loaned out.
3. Obey all warning tags, signs, and notices.
4. No equipment is to be opened, altered or switched off without authorization from the Utilities & Building Operations Division.
5. Cutting, welding and burning is restricted. Authorization must be obtained from the Utilities & Building Operations Division.
6. No storage of equipment, materials, and/or tools is permitted. Areas shall be kept clean at all times. Access to all equipment shall be maintained.
7. Fire separations between Utilities rooms and the remainder of the building must be maintained.
8. Doors to Utilities rooms **must be kept locked at all times when left unattended.**
9. **All persons must report to the Area Office Control Room to indicate which building(s) they will be entering prior to doing so. They must also report back to the Area Office Control Room when they are leaving.**
10. The Utilities & Building Operations Division must be informed of all work being carried out on the Building Roofs or in the Utilities rooms.
11. No work shall be carried out on energized or operating equipment without authorization from the Utilities & Building Operations Division.

Name of Building(s) & Bldg. No. requiring access: _____

Project Title: _____

Dates requiring access: From: _____ **To:** _____

Name of Person(s) having access: _____

Contractor's Signature: _____ **Date:** _____

Name of Person responsible for key request (Please Print): _____

Signature of Person responsible for key request: _____

Utilities & Building Operations Division Authorization: _____

Type and Serial No. of key(s) issued, if any: _____
