

Request for access to U of T mechanical spaces and building roofs

Regulations

The following regulations will apply and must be agreed to by all personnel requesting access to university mechanical rooms and building roofs:

1. Copying or duplication of keys is not permitted.
2. Access key fobs are solely for the use of the person(s) to whom they are assigned and must not be loaned out.
3. All warning tags, signs, and notices must be obeyed.
4. Utilities & Building Operations must be informed of all work being carried out on building roofs and in the utilities rooms.
5. No equipment is to be opened, altered, or switched off without authorization from Utilities & Building Operations.
6. No cutting, welding, or burning is to be conducted without authorization from Utilities & Building Operations.
7. No work is to be carried out on energized or operating equipment without authorization from Utilities & Building Operations.
8. Mechanical spaces must be kept clean at all times. No storage of equipment, materials, or tools is permitted. Access to all equipment shall be maintained.
9. Fire separations between utilities rooms and the remainder of the building must be maintained.
10. Doors to utilities rooms must be kept locked at all times when left unattended.
11. 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.

Access request details

Name(s) of building(s) and building code(s):

Project title: Project #:

Brief project description:

Purpose of request:

If "Other," please explain:

Date of required access, from: To:

Name of U of T personnel/manager:

U of T personnel/manager
responsible signature:

Name(s) of person(s) requiring access:

Company name (if applicable):

Company's personnel signature
(if applicable):

Utilities & Building
Operations Authorization: