

**REGULATIONS FOR CONTRACTORS HAVING ACCESS TO U OF T  
FACILITIES AND SERVICES, UTILITIES & BUILDING OPERATIONS DIVISION  
HIGH VOLTAGE SUBSTATIONS and ELECTRICAL ROOMS**

The following regulations shall apply and be agreed to by **Contractors** having access to High Voltage Substations and Electrical Rooms 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 of metal in High Voltage Substations and Electrical rooms is restricted. Authorization must be obtained from the Utilities & Building Operations Division.
6. Metal fishes shall not be used in High Voltage Substations and Electrical rooms without authorization from the Utilities & Building Operations Division.
7. No storage of equipment, materials, tools is permitted. High Voltage Substations and Electrical Rooms shall be kept clean at all times. Access to all equipment shall be maintained.
8. Fire separations between High Voltage Substations and Electrical rooms and the remainder of the building must be maintained.
9. Doors to High Voltage Substations and Electrical rooms **must be kept locked at all times when left unattended.**
10. The Utilities & Building Operations Division must be informed of all work being carried out in the Utilities rooms.
11. No work shall be carried out on energized or operating equipment without authorization from the Utilities & Building Operations Division.
12. Water shall not be used in High Voltage Substations and Electrical Rooms without authorization from the Utilities & Building Operations Division.

**Name of Building & Bldg. No. requiring access:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Dates requiring access: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Name of Person(s) having access:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Project Coordinator / Manager at U of T:** \_\_\_\_\_

**Utilities & Building Operations Division Authorization:** \_\_\_\_\_

**Type and Serial No. of key(s) issued, if any:** \_\_\_\_\_

**Note:** Key shall not be cut without Authorization signature. Key shall be kept in the U. of T. Police Station. Contractor has to sign out the key on a daily basis and **must** return the key to the U. of T. Police Station at the end of each day.