

**REGULATIONS AND PROCEDURES  
FOR SECURITY AND SAFETY BY THOSE USING SERVICE TUNNELS**

1. Tunnel doors are to be kept closed and locked at all times unless required to be open by a work team.
2. Access to the tunnel system is normally restricted to customary weekday working hours (8:00 am to 4:00 pm)
3. The tunnel key is obtained from the shift engineer at the Control Room, Central Steam Plant, 17 Russell Street, where a Key Issue form is to be filled-out by the shift engineer. When obtaining the key, contractors are required to provide personal Identification information such as a driver's license and all individuals are to provide their location of activity in the tunnel.
4. The shift engineer may obtain the Chief Engineer's or Chief Engineer's Supervisor authorization before issuing the key. This authorization is not necessary for University tradesmen of Facilities & Services Department staff known to the shift engineer.
5. One key will be issued to each work team and must be returned to the Central Steam Plant Control Room on the day of issue before 4 pm.
6. Any work team in the tunnel shall consist of at least two people who must report every hour using the tunnel telephone system connected to the Central Steam Plant Control Room to ensure their continued safety.
7. All individuals entering the tunnels must wear a hard hat and carry a functioning flashlight. The key will not be issued unless each person has a hard hat and flashlight.
8. When communicating with the Central Steam Plant via the emergency telephones, spaced at approximately 300 foot intervals, lift the receiver to active the telephone. Report the labelled telephone station number to the Steam Plant when the telephone is used.
9. All tunnel users are requested to switch off the tunnel lighting when leaving each section.
10. Individuals requiring tunnel access who are unfamiliar with the tunnel system will, at the discretion of the Chief Engineer, be required to arrange for an escort at their expense. With the exception of emergency situations access will be granted at the convenience of the Chief Engineer.
11. Do not exit the tunnel into the Royal Ontario Museum area unless in emergency, as you will enter a locked up area opened only by ROM security.
12. Anyone working at a specific location in the tunnel should identify, unlock and open the two nearest emergency exit locations prior to starting work, then close and lock immediately when finished, prior to leaving. This is meant to provide airflow and a safety path if required.
13. All tunnel entry is restricted to walk through inspection. Actual work that could disturb asbestos insulation can only be carried out by personnel trained to comply with the Standard Operating Procedures under the University of Toronto Asbestos Management Program issued by the University of Toronto Environment Health and Safety Department.
14. The privilege of subsequent tunnel access may be denied to an individual or firm found not abiding by the foregoing regulations or procedures.

Name: \_\_\_\_\_ Users Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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Revisions: 24 Feb. 1984; 26 June 1984; 7 April 1992; December 1993; May 2000; Aug. 2000; Sept. 2002;  
Dec. 2002; Feb 23, 2005; March 26, 2007; June 1, 2012; June 19, 2013