

Approval Date: March 27, 2003

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Parent Policy: [Lands and Buildings Security Policy](#)

## Request for Access to Utility Service Corridors Procedure

<b>Office of Administrative Responsibility:</b>	Utilities
<b>Approver:</b>	Vice-President (Facilities and Operations)
<b>Scope:</b>	Compliance with this University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to Third Party Contractors and Visitors to Campus.

### Overview

Control of access to Utility Service Corridors is essential for reasons of safety and security.

### Purpose

This procedure provides **non-Utilities personnel** the process for gaining access to the Service Corridors.

### **PROCEDURE**

To gain access to the Service Corridors, Access Application forms must be completed and approved by a Utilities Services Manager or Supervisor. Access Application forms, information, instructions, keys and **visitor tags** are obtained at 420 General Services Building – main reception desk.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>Non Utilities Personnel</b>	Contractors or University Employees not working directly for the Utilities Department.
<b>Visitor Tags</b>	A Visitors Tag must be worn by all non-Utilities personnel, when working in the Services Corridors. The tag must be attached to outer clothing and be visible at all time.

### **FORMS**

There are no forms for this Procedure. [\[▲Top\]](#)

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

There are no related links for this Procedure.