Access to: Roofs, Elevator, Mechanical, Electrical and Telecom Areas.

PREAMBLE
Facilities Operations and Development is responsible for managing the level of access control to all of the University's roofs, elevator, electrical, and mechanical rooms. Network and Communication Services is responsible for managing the level of access control to all of the University's telecommunication rooms. Access to these rooms will now be granted on a controlled basis.

Where access to these areas does not require an access card, it will require a Medeco key.

Instructions:
Anyone requiring access to these areas must apply for the proper authorization. Complete the online form on our website (under “Forms”).

Access authority is established as follows:

The Director of Building Operations will approve access to roofs, elevator, mechanical and electrical rooms at the Downtown Campus.
The Director of Logistics and Macdonald Campus Operations will approve access to roofs, elevator, mechanical and electrical rooms at the Macdonald Campus.
The Operations Manager, Voice Technologies or the Associate Director, Voice Technologies, will approve access to telecom rooms.

Both Facilities and Voice Technologies must approve access to common rooms. Each person requesting access levels or a key must complete the appropriate Agreement form.

RESPONSIBILITY
Requestor acknowledges that Security Services issued keys cannot be transferred. They must be returned to Security Services. If these keys are lost, the individual that signed for them may face disciplinary measures if it is demonstrated that it is due to a lack of control of such keys.

Every department is accountable for the keys issued to their respective employees.

CONTRACTORS
In order for contractors to be given an Electrical, Mechanical or Telecom room key, the project manager responsible for the contractors will have to obtain authorization from the respective access authority.

The contractor becomes accountable if these keys are lost. A penalty of $300 shall be deducted from his invoice to compensate for each lost key. The contractor is also financially responsible for the re-keying of the specific lock or locks that these keys open, and he/she assumes full responsibility for damage, accidental or not, that may occur to equipment in these rooms if demonstrated that it is due to a lack of control of such keys by his employee.
REQUESTOR’S ACKNOWLEDGEMENT

By signing the Access to Electrical, Mechanical and Telecom Rooms Agreement form the Requestor agrees to all the conditions set forth under the terms of the agreement. It is understood that a delay of ten working days is required to process a request for a key.

SECURITY SERVICES CONTACT

This policy is administered by McGill Security Services. Questions or concerns should be addressed to this unit at 398-4556 or campus.security@mcgill.ca

Security reserves the right to conduct audits to verify the adherence to this policy.