



## Holiday Bulletin 2023

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The holiday period extends from **December 25, 2023 to the evening of January 2, 2024**. Please read below for important information about access to McGill facilities and campuses, the availability of services, and ways to ensure the security and safety of our facilities and people during the break.

On behalf of all of us at Facilities Management and Ancillary Services, I extend to you and your loved ones our best wishes for a safe and restful holiday break. We look forward to working with you in the New Year.

Denis Mondou  
Associate Vice-Principal, Facilities Management and Ancillary Services

A [Web version of this bulletin](https://www.mcgill.ca/facilities/article/holiday-bulletin-2023) is also available at <https://www.mcgill.ca/facilities/article/holiday-bulletin-2023>

### EMERGENCY PHONE NUMBERS

**For all emergencies, call 911.** Please note that if you dial 911 (or 9911) from a McGill phone you will be simultaneously connected with Security. If you use a cell phone to call 911, Security will not be automatically notified of an emergency. In this instance, please also call Security at one of the numbers shown below.

- For Security, call 514-398-3000 (downtown campus) or 514-398-7777 (Macdonald campus).
- For building-related problems (e.g., heating, water, air quality issues) during the holiday break, please call 514-398-4555 (downtown campus) or 514-398-7777 (Macdonald campus).

USEFUL PHONE NUMBERS	DOWNTOWN (514-398- )	MACDONALD (514-398- )
Alcoholic Permits Administrator	7687	8601
Alcoholic Beverages Orders (Cuisine Traiteur)	2345	
Fire Prevention	3473	3473
Emergency Management and Preparedness	4556	4556
Facilities Call Center	4555	4555
Parking Services	4559	7770
Security Services	4556	7770
Hazardous Waste Management	5066	5066

## BEFORE THE HOLIDAYS

### PREPARING HOLIDAY PARTIES

#### Registration

Downtown campus:

Anyone wishing to host a holiday party must complete the event form application ([mcgill.ca/eventsbookings/apply](https://www.mcgill.ca/eventsbookings/apply)). As per usual, all events need to be booked **two weeks in advance**. Additionally, due to the holiday break, for any events occurring prior to January 13, 2024, all inquiries for room bookings must be received by the Events Booking Office no later than **Friday, December 15, 2023**.

Macdonald campus:

Anyone wishing to host a holiday party must complete the event form application ([https://www.mcgill.ca/macdonald/files/macdonald/macdonald\\_campus\\_event\\_form\\_2707221.pdf](https://www.mcgill.ca/macdonald/files/macdonald/macdonald_campus_event_form_2707221.pdf)). Applications must be submitted in person (Laird Hall 103) or by email at [macdonaldevents@mcgill.ca](mailto:macdonaldevents@mcgill.ca) at least **10 working days** prior to the event.

#### Guidelines and policies

- Parties are not permitted to continue past midnight.
- Security agents will end parties whose organizers failed to notify Security Services in advance.
- Party organizers must obey room capacity limits and avoid overcrowding.
- The location of firefighting equipment should be noted. At the end of the party, the building service person or security agent in attendance must be notified in order to ensure a thorough inspection of premises.
- Note that if parties extend beyond [regular building hours](#), charges may apply.

#### Alcohol

- Events with alcohol will require a minimum 2-week advance notice if a Regie permit is not needed. If a Regie permit is needed, a min 4-week advance notification is required. Please refer to the page on the McGill Alcoholic Beverages Policy for more information: <https://www.mcgill.ca/eventsbookings/alcohol>
- The Alcohol Permit Office will be closed **starting Friday, December 15, 2023 and will re-open on Wednesday, January 3, 2024**.
- You may call the Administrator, Alcoholic Beverages Control, for additional information. (downtown campus 514-398-7687 and Macdonald campus 514-398-7710).

#### Cleaning

- Email Building Services at [special.events@mcgill.ca](mailto:special.events@mcgill.ca) at least **2 business days** in advance to ensure proper cleaning following the party.
- For events being held during regular building hours, organizers are responsible for leaving the area in an acceptable condition.
- All waste and recycling are to be disposed of in the appropriate bins located in the vicinity and all furniture must be returned to its original location.
- Charges will apply if the above conditions are not met.
- For all parties or events held past regular building hours, [Silent Hour Procedures](#) apply: <https://www.mcgill.ca/facilities/maintenance-operations/buildings/services/mcgill-events-support>

## HOLIDAY DECORATIONS

- In accordance with University regulations, the installation of natural trees in public places is prohibited.
- Building Directors may allow the installation of artificial flameproof trees only if they are solidly fixed in place and installed away from fire exits or heat sources.
- All decorations, whether used on trees or anywhere else, should be approved by a recognized safety organization (e.g., CSA) and should be flameproof or non-combustible.
- For additional information, please contact Fire Prevention at 514-398-3473. For any emergency, please call Security Services.

## BEFORE YOU LEAVE

- **Close all windows** to conserve energy and prevent freezing of pipes.
- **Lock all doors and windows** to ensure the security of McGill property and of your personal belongings.
- **Lock away all valuables** in a desk drawer or cabinet (e.g., laptops, cameras, video recorders, petty cash boxes).
- **Shut down or unplug all office computer equipment, lights, and other non-essential electrical appliances** (e.g., portable fans, coffee makers, kettles, and other heat producing appliances) to conserve energy and prevent fires.
- **Bring your access card home with you.** Leaving it in your office can lead to increased risk of theft.

## ARRANGING FOR EVENT SUPPORT, CUSTODIAL SERVICES AND VENTILATION

- For special services (e.g. events requiring buildings to be opened, custodial services) during the period from December 22, 2023 at 12:00 p.m. to January 3, 2024 at 7:00 a.m., **you must submit a request directly to [special.events@mcgill.ca](mailto:special.events@mcgill.ca) no later than Monday, December 4, 2023.**
- Requests should detail the building location, room number(s), dates, hours, services required, and FOAPAL to be charged.
- This service is highly recommended for buildings with open access during the holidays.
- Charges apply **from December 22<sup>nd</sup>, 2023 at 12:00 p.m. to January 3, 2024 at 7:00 a.m.**
- Heating, ventilation, and air conditioning (HVAC) are set to minimum levels off business hours. If you hold an event during the holiday break and would like the HVAC systems to be adjusted accordingly, make sure to fill out the [Ventilation Schedule Change](https://www.mcgill.ca/facilities/maintenance-operations/operations/ventilation-schedule-change-request-form) request form. <https://www.mcgill.ca/facilities/maintenance-operations/operations/ventilation-schedule-change-request-form>

## PREVENTING THEFT BY PREPARING BEFORE THE HOLIDAYS

Break-ins and acts of vandalism frequently occur before and during the holiday season. These acts may be committed by individuals who are searching for money, saleable items, or narcotics. Everyone is therefore urged to exercise the highest degree of caution and to take appropriate measures for the safekeeping of their buildings, offices, laboratories, and contents therein.

- Security agents have been instructed to prevent the removal of equipment from University premises during the holidays, unless Security has been otherwise notified in advance at [campus.security@mcgill.ca](mailto:campus.security@mcgill.ca) or [macdonald.security@mcgill.ca](mailto:macdonald.security@mcgill.ca) for Macdonald Campus.
- All such notices must be received **by December 15, 2023** and must include the individual's name and the type of equipment authorized for removal, including the make, model, and serial number, where applicable.
- If you have any questions regarding the above, please contact [campus.security@mcgill.ca](mailto:campus.security@mcgill.ca) or call 514-398-4556 or [macdonald.security@mcgill.ca](mailto:macdonald.security@mcgill.ca) at 514-398-7770.

## DISCONNECTING UNNEEDED ELECTRICAL EQUIPMENT AND APPLIANCES

- Customarily, all electrical equipment should be disconnected during the holiday period. If you have electrical equipment that must remain operational during this time, you should provide your Building Director with a list of equipment that will require power during the holidays. They will subsequently inform Security Services.
- Equipment involving heating should be fully inspected to ensure that temperature-regulating and overheating-protection devices are functioning properly.

## HANDLING HAZARDOUS MATERIALS BEFORE LEAVING

Risks associated with flammable liquids and other hazardous materials in laboratories should be reduced to an absolute minimum.

- Place all flammable liquids in flammable liquid storage cabinets or in a chemical storage room.
- Place all corrosives (acids and bases) in corrosives cabinets or in a chemical storage room.
- Remove all hazardous materials found inside the fume hood, and place them in appropriate storage or hazardous waste areas.
- Submit all waste chemical pickup requests through myLab at <https://mylab.mcgill.ca>.
- For all other inquiries, contact Hazardous Waste Management at [hwm@mcgill.ca](mailto:hwm@mcgill.ca) or by calling 514-398-5066.
- Return all unused compressed gas cylinders to their suppliers and/or check that full or empty gas cylinders kept in the lab are properly anchored to a wall or bench.
- Ensure that valves for all gases, including natural gas, are closed and report any natural gas odours to Security at 514-398-3000 (downtown campus) or at 514-398-7777 (Macdonald campus).

## DURING THE HOLIDAY BREAK

- Security Services will be staffed 24 hours a day, 7 days a week. Should you require their assistance, do not hesitate to call 514-398-4556 (downtown campus) or 514-398-7770 (Macdonald campus).
- The Facilities Call Centre (FCC) will be **closed starting Friday, December 22<sup>nd</sup> at 18h00, 2023 and will re-open on Wednesday, January 3<sup>rd</sup> 2024 at 7h00**. As a result, all calls placed to the FCC during the holiday break will be re-directed to Security.
- Mail Services will be **closed as of December 21<sup>st</sup>, 2023 at 3:00 pm up to January 3<sup>rd</sup>, 2024 at 7:00 am**. Please ensure that any urgent and/or large mailings reach the Mail Room **no later than December 8<sup>th</sup>, 2023**.
- Printing Services will be **closed as of December 21<sup>st</sup>, 2023 at 3:00 pm up to January 3<sup>rd</sup>, 2024 at 7:00 am**. We would like to remind you that printing requests for materials needed for the first days of the Winter 2023 semester should be submitted **no later than December 8<sup>th</sup>, 2023** to ensure completion.

## CAMPUS VEHICLE ACCESS

There is **no access** below the Arts Building for vehicles **from December 23, 2023 until January 2, 2024 inclusively** (with the exception of persons with disabilities or emergency vehicles).

As in previous years, the downtown campus will **be closed from 11:00 p.m. on December 24 to 11:00 p.m. on December 25, 2023**. The formality of closing the campus one day each year is essential for McGill University to exercise its legal rights of private proprietorship. In practice, this means that the Milton Street entrance will be closed and only emergency or service vehicles will be permitted on campus. During this period, pedestrian traffic will be allowed.

## BUILDING ACCESS

- During silent hours, everyone is required to produce, upon request by a security agent, a valid McGill ID card. In order to [have your card programmed](#) for access to controlled areas during the holiday season, please refer to <https://www.mcgill.ca/campussafety/security-services/access-control>
- Non-McGill individuals who are authorized by their affiliated departments to enter a building during silent hours should be provided with a blank proxy card if access to the building is controlled by an access card reader. Proxy cards may be obtained through your departmental administrator.
- If access to the building is controlled by a key, Security Services should be provided with a list of all individuals with silent hour privileges.

### Important

- Do not lend your McGill ID card with access rights to anyone during your absence. It is both a contravention of University policy and a serious security breach.
- Remind your contacts about reduced staff and access. Security Services cannot provide access for deliveries.

## PARKING SERVICES

- Parking on roads and outdoor lots will be available on the campuses during the holiday period. Since portions of the campus parking are now automated, no parking attendants will be available during the holidays.
- The regular rate will be in effect even in the absence of parking attendants.
- During the winter months, overnight parking on roadways and in parking lots is not permitted, in order to facilitate snow removal.
- For [Holiday Parking hours](#) please refer to the website: <http://www.mcgill.ca/transport/parking/>.

## YOUR SECURITY DURING THE HOLIDAYS

The holiday season is a period when everyone must be more vigilant with respect to safety and security measures. Please ensure that all staff and students in your area of responsibility have been made fully aware of the recommendations below. Visit the Campus Public Safety website for [more tips and resources on safety](#).

## BE VIGILANT

Anyone entering buildings during silent hours should be particularly observant about any abnormalities they may notice and report them immediately to Security at 514-398-3000 (downtown campus) or 514-398-7777 (Macdonald campus). For example, please immediately report any of the following:

- Unusual or burning odours
- Open doors or windows
- Lights left on
- Strangers on the premises
- Suspicious noises
- Water on the floor
- Extreme temperatures

## WORKING ALONE

It is not recommended to work alone but if it is absolutely necessary, you can request to have a security agent check in with you on an hourly basis. To check-in or check-out, call Security Services, at 514-398-4556 for the downtown campus, or 514-398-7770 for the Macdonald campus.

If you must work alone during this period it is advisable to post [this sign](#) on your lab door.  
[https://mcgill.ca/ehs/files/ehs/notice\\_of\\_working\\_alone\\_in\\_a\\_laboratory\\_online\\_en.pdf](https://mcgill.ca/ehs/files/ehs/notice_of_working_alone_in_a_laboratory_online_en.pdf)

For more information on working alone in the laboratory refer to the [Working Alone Policy](#).  
[https://mcgill.ca/ehs/laboratory/lab-safety-manual#cli\\_1.5](https://mcgill.ca/ehs/laboratory/lab-safety-manual#cli_1.5)

Remember that there will not be any evacuation teams in the buildings during the holiday period. In case of a fire alarm, immediately stop what you are doing, verify that everyone has left the room and use the nearest safe exit to evacuate. Please provide assistance to those requiring or asking for it. Once outside, move away from the building and wait for the authorization to re-enter.

## UNATTENDED EXPERIMENTS OR EQUIPMENT

Leaving experiments or operating equipment unattended is discouraged, but if absolutely necessary, please take the following precautions:

- Obtain clearance from your supervisor.
- Inform the Building Director that an experiment is to be conducted, so that they may, in turn, inform Security Services. Make sure Security Services has your contact information so you can be reached in the event of an emergency.
- If you must leave an experiment unattended use [this poster](#).  
[https://mcgill.ca/ehs/files/ehs/unattended\\_experiment\\_online\\_v2.pdf](https://mcgill.ca/ehs/files/ehs/unattended_experiment_online_v2.pdf)

## UPDATE YOUR EMERGENCY CONTACT INFORMATION ON WORKDAY

It is important for McGill to have your contact information in case of an emergency, so please be sure to complete the Emergency Contact section found under the Profile tab in Workday.

To view/update your home and internal mailing addresses and phone numbers:

- Log into Workday.
- Go to "Profile".
- Select "Action", then "Personal data".
- Select "View my emergency contacts".