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HEALTH BUILDING ACCESS

1 PURPOSE

1.01 This policy establishes guidelines for accessing the Health building when maintenance, emergency or routine service is required.

2 EXPECTATIONS

2.01 The Health building is a confidential building and access to medical spaces are restricted without prior authorization.

3 RESPONSIBILITIES

3.01 Administrators shall seek approval to the restricted spaces in consultation with the Supervisor / Lead.

3.02 Supervisor / Lead shall schedule all work in advance of dispatching a Technician to perform a specific task within the Health Building medical spaces.

3.03 Technicians shall sign in with the reception area every time access to a restricted space is required.

4 PROCEDURES

4.01 Any work done on the 1st and 2nd floor of the health building the employee will check in with the reception area in room 106. All employees will be required to sign in to the log book before doing work.

4.02 If work is required in any room that is occupied because of an examination, please wait, they will be complete in no more than 15 minutes.

4.03 When possible the Supervisor / Lead will attempt to schedule all work a week in advance with the reception area in room 106.

4.04 The medical facilities are heavily regulated and there have been some breaches of procedures that place the university at risk if we are not careful.