

Myhal Centre Protocol: Access & Space Bookings

Date: October 7th, 2018

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GLOSSARY

A&A	Alumni & Advancement Office.
ACE	Academic and Campus Events
Arena	Facility on Level 0 of the Myhal Centre to address needs of student teams engaged in extracurricular projects. The Arena is comprised of four quadrants plus dedicated and assigned garage and locker storage space for Student Clubs, Teams and their projects, East and West Studios, and four Student Club Offices.
Auditorium	Seating for 468 people. Facility located on Levels 1 & 2.
ECF	Engineering Computing Facility
EngSoc	Engineering Society
FASE	Faculty of Applied Science and Engineering
FM	Myhal Centre Facility Manager
fob	A plastic keyless entry device.
LFF	Light Fabrication Facility, Level 4
MY	Myhal Centre for Engineering Innovation and Entrepreneurship
MY C&I	All cross-disciplinary and speciality FASE Centres & Institutes including, IWI, ISE, CGEN, ILEAD, IMDI, ISte2P and IRM, residing in MY.
MY Ext	External U of T departments/licenses residing in MY.
OPS	Myhal Centre Operations Coordinator
SOR	Service Order Request, generally submitted to Property Management Group.
TEAL	Technology Enhanced Active Learning rooms
RPF	Rapid Prototyping Facility, Level 4

A. PROTOCOL RELATED BUILDING SUMMARY

The protocol below is a process to obtain regular and after-hours access to MY.

The protocol also includes a process to book space within MY, outlining basic administration and client/user responsibilities.

A.1 OPERATING HOURS

Building Hours of Operation (to start on September 4th, 2018)

- Monday to Friday: 7:00am to 10:00pm
- Saturday & Sunday: 8:00am to 8:00pm

During normal building hours exterior doors and elevators to all floor levels are open. All other space, including meeting rooms are generally locked, at all times, and accessibly to authorized users only.

A.2 MYHAL CENTRE OCCUPANTS

All parties listed below are considered regular MY building occupants as of July 2018. List includes Graduate Students.

MY C&I	72
MY Ext	15
A&A	15
Hatchery	9
EngSoc	60
FM Office	4
TOTAL:	175

C&I breakdown consists of:

IWI = 4, ESI = 4, CGEN = 12, ILEAD = 12, ISTEP=12 IMDI=8, IRM=20

B. MYHAL CENTRE ACCESS PROTOCOL

B.1 BUILDING SECURITY CONTROL SYSTEMS

MY is equipped with fob access throughout. Exterior doors, elevators and all ACE managed rooms (Design Studios, TEAL rooms, and the Auditorium) are programmed on the Honeywell access control system. All other FASE managed space is programmed on the Salto access control system including offices, meeting rooms, fabrication facilities, the Arena, lounges, study space, Registrar/ECF controlled teaching space, and the 8th floor Terrace. A single fob is used for both security control systems.

B.1.1 Honeywell & Salto Security Control Systems

The security control systems are pre-programmed as open/close for specific space.

The Honeywell control system is managed by Campus Police and changes, to override programming are made through their Dispatch Office. The FM Office and ACE can request changes to exterior doors and elevator access.

The Salto control system is managed by the FM Office. Web-based software is downloaded on specific devices with training and access to make changes.

No other group can override programming on the security management systems. Requests to override programming must be made via the FM Office or ACE.

B.2 BUILDING OCCUPANT ACCESS

MY building occupants have after-hours access to the building, and other specified interior access, through the fob security control system. FASE members can also request access via the FM Office.

The group of EngSoc occupants, as noted in A.2, will change every year in September as new members are appointed.

B.3 INITIAL FOBS PROGRAMMING AND COSTS

All building access requests are sent to the OPS and approved by the FM. Requests can be made online or by contacting myhal.help@utoronto.ca. Written confirmation is provided within 48 hours and copied to Campus Security and Property Management. Fobs must then be obtained or reprogrammed.

B.3.1 Obtaining/Reprogramming Fobs

For new users, fobs are obtained from Campus Police via a SOR at \$17.50/fob. The cost includes any initial requested Honeywell programming.

All SORs for MY building occupants will be submitted by the FM Office and charged back to specific department or C&I accounts. New fobs will be delivered directly to MY Occupants.

All other FASE members, approved for specified access in MY as outlined in B.3, must submit a SOR to obtain/reprogram fobs through their department administration. The specific department administrator will coordinate delivery of new fobs.

B.3.2 Exterior Doors and Elevator Access Control

For all approved requests, fobs come programmed, or credentials updated remotely by Campus Police, with 24/7 exterior access to MY including access to designated floor levels. Access is granted by presenting fobs at a reader (Figure 1). To reprogram Honeywell credentials a SOR must be submitted at a costs \$3/request.

B.3.3 Interior Access Control

The FM Office will program all initial approved interior access for individuals.

For large groups, such as yearly EngSoc updates, Salto access is programmed by the U of T Locksmith Shop via a SOR. Requests for specific door access must be provided in an excel spreadsheet. FM Office will assist with this process. SORs submitted as outlined in B.3.1 above.

Once fobs are active, users can request changes via the FM Office. Once approved, users present fobs at a Salto fob Hotspot for remote updates. To update your fob, press it to the Hotspot until it turns blue and beeps. Hotspots located at a convenient locations inside the building (Figure 1).



Figure 1 - Fob Readers and Hotspot

Fobs function by presenting the device at readers and hotspots

B.4 RETURNING FOBS AND LOST FOBS

All fobs are linked to an individual. If a person no longer requires access or access is revoked, the host department or C&I must inform the FM Office. Credentials can be deleted or transferred to a different person. If a fob is no longer required, it should be returned to the FM Office.

Lost fobs must be reported to the FM Office immediately. Lost fobs will be deleted and a new fob must be obtained as per B.3.1 above.

B.5 BUILDING VISITOR ACCESS

It is anticipated MY will have many visitors each day. Visitors will include other FASE students, staff and faculty, as well as other U of T faculty members and the general public. FASE members can request door access to controlled interior space as outlined in B.3.

C. MYHAL CENTRE SPACE BOOKING PROTOCOL

RRS Lite is used as the online room booking system for all space in MY. The FM Office administers the room booking system and assigns booking privileges to building occupants. Bookings are for space excluding that which is exclusively assigned to ACE or the Registrar's office/ECF, which they manage using their own protocols.

MY building occupants are identified as "Normal Users", as defined by RRS Lite, and can manage bookings under their profiles. This includes all regular meeting rooms within MY, which are part of the FASE Shared Meeting Room Agreement (ref: FASE Meeting and Seminar Room Audits, dated November 2012). Rooms exclusively assigned to EngSoc or the Hatchery will not be shared with any other group.

A detailed list of bookable space and management responsibilities are shown in attached Appendix 1 (seating counts for ACE are detailed on their website). Bookings can also be made online or by contacting myhal.help@utoronto.ca.

The FM Office will maintain the online RRS Lite booking system. Digital displays within the building will also be installed and managed by the FM Office for ease of access to the online calendar (coming soon).

RRS Lite booking users must ensure their booking parties have the appropriate fob access, if required, as per Section B.

C.1 MYHAL CENTRE SHARED MEETING ROOM BOOKING RULES

List of rules below applies to Shared Meeting Rooms only, identified as "Shared" in Appendix 1.

- No blanket bookings.
- No more than 3 reoccurring bookings.
- Do not book rooms more than 3 months ahead.
- Do not book rooms for general office use.
- FM Office reserves the right to block out room or impose quiet hours.
- Do not remove furniture.
- Power down equipment and shut off lights when finished.
- Do not leave doors propped open.
- See C.2 & C.3 for additional rules.

C.2 HOUSEKEEPING AND SECURITY

The FM Office checks all MY (FASE) bookable space, daily, for cleanliness and damages.

Rooms must be cleaned by booking parties, especially if food has been ordered. Remove trash and wipe down tables and counter if necessary. Caretaking services can be retained by contacting T: 416-978-6252, E: caretaking.service@utoronto.ca.

It is the responsibility of all booking clients to ensure their booking parties keep to their allocated times and leave the space clean. Failure to comply may result in suspension of booking privileges. Damages or other issues should be reported to the FM Office immediately.

C.3 OTHER SHARED AGREEMENTS

The Multimedia Music Room will be shared with the Registrar's office and Eng Soc. The Visualization Room will be shared with the Registrar's office and FM Office. Both rooms will be given priority, at the beginning of each term, to ensure course related bookings via the Registrar's Office.

The Arena is primarily controlled by EngSoc as per the MY Protocol: Using the Arena. The FM Office may request bookings for specific events. These requests will be approved by EngSoc in advance.

C.4 COMPUTER TEACHING ROOM

The computer teaching room will be administered under the existing Registrar's Office/ECF protocol.

C.5 LIGHT FABRICATION FACILITY

The LFF is booked through the Registrar's office in conjunction with ACE bookings of adjacent Design Studios. Reference the Fabrication Facility Space Usage Protocol for additional information.

C.6 BICYCLE AND VEHICLE PARKING

The FM Office will manage 45 secure bicycle storage spots in the underground parking garage. There are also two reserved parking spots for specific visitors. Passes for visitors approved by the Dean's Executive Assistant or A&A.

C.7 AUDIO-VISUAL SUPPORT AND OTHER AMENITIES

The FM Office can provide AV support if required. Assistance with AV must be requested 48 hrs. in advance. Charges may apply. The FM Office will submit a request, via helpdesk@ecf.utoronto.ca, for specialized assistance. Laminated instructions for basic AV functionality will be maintained in each meeting room by the FM Office.

Other amenities, such as easels, additional tables, catering, etc. and other special set ups are the responsibility of the booking party. Please inform the FM Office, with suitable notice, to ensure smooth co-ordination of events.