



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

OPERATIONS POLICY

SUBJECT: Access to B50

ORIGINAL DATE OF APPROVAL: February 20, 1990

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: February 1997, April 2003

For purposes of this policy B50 shall be considered to be four buildings:

- meeting rooms - three levels
- inner office
- outer maintenance shop
- inner maintenance shop

The general manager is charged with the responsibility of B50 security. The GM will have locks and alarm codes changed as required and will maintain records of key holders to all areas.

1. **Meeting rooms:** Access to SMHC meeting rooms shall be freely given, by way of a key, to all committee chairpeople, all office staff, maintenance supervisor, cleaning staff, and any other key volunteers requiring after hour access.
2. **Member access to B50 meeting rooms for business unrelated to Sarcee Meadows:** Any member wanting to use B50 meeting rooms shall apply to the general manager. Approval will be based on availability and intent of use. No alcohol will be permitted. Any formal organization utilizing a space within B50 must show proof of insurance, and Sarcee Meadows must be added to their insurance.
3. **Inner office:** Access to the inner office involves access to the alarm code. As a result, access will be limited to the general manager, full time office staff, the maintenance supervisor and the cleaning staff. The Chairperson of the Board and the Treasurer or two other named Directors will also be provided access to this area by Board Resolution annually.

NOTE: All maintenance areas are accessible from the inner office. Therefore, anyone with access to the inner office can enter the maintenance shop from within.

4. **Outer Maintenance Shop** The general manager, the maintenance supervisor, and maintenance staff members approved by their supervisor will have key access to this area. If required, emergency maintenance volunteers may be given keys to this area.
5. **Inner Maintenance Shop and Yard** The general manager, maintenance supervisor and approved maintenance staff will have keys to this area, which also accesses the maintenance storage yard.

Any person, with keys to any of the above areas, shall be responsible for ensuring building security - that is: windows closed? lights out? coffee pot off? Doors locked? - when they are last leaving. Committee chairpeople shall ensure that doors are locked following evening meetings.

I acknowledge receipt of the key to the front door of B50 on

_____ 2____, and agree to be responsible for it as outlined above.

Signature