

6.7 Public Spaces

6.7.1 General Principles

6.7.1.1 Description

University public spaces include interior and exterior public areas where visitors, students, employees and contractors access university departments, faculties, facilities, including corridors, elevators/stairs, atriums, entrances/exits to buildings, pathways, terraces, plazas, lobbies, quadrangles and lawns.

6.7.1.2 Ownership + accountability

Because university public spaces are the property of the university, all renovation, construction and maintenance work in these spaces (including installations in these areas) must be initiated by a work request and follow the facilities project procurement process. All work must be performed by facilities staff or approved contractors for safety and liability reasons under the direction of a university project manager.

6.7.1.3 Safety

University public spaces are designed and constructed to meet the Alberta Building Code and Alberta Fire Code requirements of the day. They are NOT to be modified in any way without the involvement of Facilities professionals including either Campus Architecture or Campus Engineering.

6.7.1.4 Mental Health

Public spaces should be designed to encourage casual interactions, promote a sense of community, and promote the mental health and wellbeing of its users. They should also be welcoming to all, provide access to natural light and views to exterior where appropriate.

6.7.2 Public Spaces – Requirements of Use

6.7.2.1 Ground, Wall And Ceiling Surfaces

Maintain clear access (at least one metre) in front of all floor, wall and ceiling/roof panels, cover plates, controls, equipment, lighting and access hatches. Doors swinging into public spaces must have a full, clear swing with a minimum of 1500mm clear area.

6.7.2.2 Mechanical Equipment Modifications

Desired modification to heating, ventilation, and air conditioning (HVAC) supply or return grills must be put through a work request so that facilities staff or approved contractors can address the need.

6.7.2.3 Installations (including art work)

Groups wishing to have a piece of art, commemorative item, furniture item, planting, graphic, signage or advertisement considered for installation in a university public space are required to submit a work request. A facilities professional will work with you to scope the proposed installation and seek approval through the required routes.

6.7.2.4 Signage

Plaques, graphics, banners, advertisements, signage of any kind must be put through a work request. Campus Architecture administers the signage standards and signage program.

Logos, crests, emblems, or other identifying graphics are not permitted in university public spaces without express permission of Campus Architecture.

Emergency and Life Safety signage is the joint responsibility of Environmental Health and Safety and Campus Architecture.

6.7.2.5 Temporary Research/Teaching/Learning Installations

Installations that support research, teaching and learning are permitted on campus where appropriate. A work request must be submitted describing the purpose of the installation, type of installation, proposed location, length of time it will be on site, and any potential risks. A professional from Campus Architecture will work with you to scope the proposed installation and seek approval through the required routes, including an agreement between the initiating faculty/unit and facilities.

6.7.2.6 Furniture

A work request must be submitted describing proposed furniture specifications and location for public spaces. Campus Architecture needs to ensure the specifications of the furniture meet flame spread ratings, fabrics and finishes are durable and easily maintained. Furniture cannot obstruct exit pathways or assembly spaces.

6.7.2.7 Fittings + Fixtures

Drains, showers, taps, water features and equipment in public spaces is the responsibility of facilities to locate, relocate and maintain.

6.7.2.8 Notice Boards

Ephemeral posters, notices and signs may only be affixed to notice boards provided for that purpose. These are removed by facilities staff at least once a year following winter semester and prior to August 15th. The area and number of these notice boards hosting papers is regulated by the Alberta Fire Code to keep the flame spread rating of our exit corridors to an acceptable limit. These boards will be administered by facilities staff to attempt to keep these public spaces safe.

Departments/faculties/units with their own notice boards in the public spaces are asked to coordinate with their facilities zone manager on location, size and type of board.

6.7.2.9 Display Cases

Wall-mounted display cases in public spaces will be maintained by facilities zone managers, working with the department whose case it is. Insurance is requiring that these cases be of shatter-proof glass so the existing non-conforming ones will be gradually be replaced. Their safe placement in public spaces is also a concern of facilities as they cannot obstruct exit widths.

6.7.2.10 Waste + Recycling Receptacles

Waste and recycling receptacle locations are to meet facilities standards and be maintained by facilities. Their location and relocation is the responsibility of facilities.

6.7.2.11 Equipment

The following items are NOT permitted in public spaces:

- Extension cords and loose electrical cords
- Electrical power bars
- Portable air conditioners
- Portable heater units
- Cooking appliances, including but not limited to, kettles, toaster ovens, microwaves, toasters and hot plates
- Cold storage appliances including freezers, refrigerators, coolers

Items noted above ARE permitted in a designated lounge/kitchen area with appropriate venting, lighting, security, visibility and a named staff person who is accountable.

6.7.2.12 Electronic Bulletin Boards/Video Screens

Electronic bulletin boards and video screens or monitors are NOT permitted in public spaces. Those student union screens in place with an agreement describing their term, content and conditions of use are to remain.

Electronic bulletin boards and video screens or monitors ARE permitted in department/unit/faculty space.

6.7.2.13 Storage

At NO time are public spaces to be used for storage. Facilities staff will remove anything found in public spaces that did not seek approval and charge back the owner of the material for its safe removal.

-Maintain clear access (at least one metre) to all ground and wall panels, cover plates, controls, hose-bibs, fire hose connections and access hatches.

6.7.2.14 Construction Signage

Temporary signage related to construction WILL be provided by the contractor after seeking approval from Campus Architecture through the facilities project manager or zone manager.

For capital renovations or new buildings a SINGLE 8' x 8' construction project site sign is permitted if securely fastened to the site hoarding. This site sign must meet University of Calgary signage standards administrated by Campus Architecture in consultation with University Relations.

Additional construction-related signage is only permitted inside the construction site hoarding. Additional contractor and subcontractor advertising signage will be removed from site by the facilities staff and charged back to the contractor if the contractor does not comply with this standard.

6.7.2.15 Windows

Glazed areas in public spaces are intended to transmit light and connect spaces visually. Screening of such surfaces with film or signage is not permitted without approval from Campus Architecture.

6.7.2.16 Advertising

Our university public spaces support a unique setting for teaching, learning and research. As such these spaces are NOT to support advertising. Both exterior public spaces but also major interior public spaces are NOT to host advertising signage, graphics or installations of any kind.

Revision History

Revision Date	Version	Description
Aug 2019	1.0	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.