

BP: BUILDINGS & PROPERTIES

Records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of GBC buildings or property.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
BP000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures for the management of facilities.</p>	Any / All	S		S	For Policy Development see GO019.	
BP001	<p>Buildings & Properties - General</p> <p>Records that are of a general nature, and for which no suitable classification code exists under this section.</p>	Various Departments	C + 1	0	2		FIPPA; Limitations Act; AODA; GBC Policies
BP002	<p>Drawings & Plans</p> <p>Architectural, civil, mechanical, electrical, and structural drawings.</p> <p>Includes: Construction, structural, architectural, sketches, legal, shop and as-built drawings and revisions.</p>	Facilities Management	T + 1	P	P	T = Completion of project.	Limitations Act; AODA; GBC Policies

C = Current Year

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BP003	Facilities Utilization - Internal Records related to the use of GBC facilities for internal activities. Includes: Booking requests, schedules, storage, student study space, space inventory, classrooms, laboratories, theatres & studios, gymnasiums, public spaces, etc.	Various Departments	T + 1	0	2	T = date of utilization	GBC Policies; AODA
BP004	Facilities Utilization - External Records related to the use of GBC facilities by external organizations. Includes: Booking requests, schedules, space inventory, theatres & studios, gymnasiums, public spaces, etc.	Various Departments	T + 6	0	7	T = date of utilization Records sufficient to document rental & use agreements should be maintained for audit purposes.	Limitations Act; GBC Policies; AODA
BP005	Facilities Maintenance Records related to the maintenance of GBC facilities. Includes: Janitorial, custodial and maintenance services.	Facilities Management	C + 1	0	2		FIPPA; Limitations Act; Elevating Devices Codes Regulation; Canada Labour Code; GBC Policies; AODA

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BP006	Landscaping & Grounds Maintenance Records related to the maintenance, landscaping, gardening, or other work on GBC grounds.	Facilities Management	C + 1	0	2		FIPPA; Limitations Act; Canada Labour Code; GBC Policies; AODA
BP007	Facilities Instrumentation Controls Records related to utilities, and the maintenance and repair of controls. Includes: Power outages, lighting & power transformers, water line breaks, leaks, water treatment, central plant equipment, cooling tower, air conditioning, and alarm systems.	Facilities Management	C + 1	0	2		FIPPA; Environmental Protection Act; Limitations Act; Canadian Environmental Protection Act; AODA; GBC Policies
BP008	Student Residences Records related to the construction and maintenance of GBC student residences. Includes: Renovation & future expansion project records.	Facilities Management	C + 1	0	2		FIPPA; Limitations Act; Elevating Devices Codes Regulation; Canada Labour Code; GBC Policies; AODA

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BP009	Art & Décor Records related to the design, acquisition, installation, maintenance and repair of all GBC art and décor. Includes: Sculpture, painting, prints, ceramics, etc.	Executive Offices	T + 1	P	P	T = acquisition or sale of item	FIPPA; Limitations Act; Canada Copyright Act; GBC Policies; AODA
		Archives		P	P		
BP010	Signage Records related to the design, installation and maintenance of all internal and external GBC signage.	Various Departments	T + 1	1	2	T = removal	Limitations Act; Canada Copyright Act; GBC Policies; Canada Trade-marks Act; AODA
BP011	Commercial Properties Records related to the events leading up to the acquisition and/or lease of commercial properties. Includes: Proposals, studies, reports, site sketches and maps.	Executive Offices	T + 1	6	7	T = Purchase or lease of property, or abandonment of project	FIPPA; Limitations Act; AODA
		Facilities Management	T + 1	6	7		

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BP012	Renovation Projects Records related to the approved renovation and/or expansion of existing facilities, from design through to the completion of the project. Includes: GBC Master Plan, proposals, progress reports, etc. Notes: For drawings see BP002	Executive Offices	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; AODA
		Facilities Management	T + 1	P	P		
BP013	Environmental Matters Records related to environmental controls and issues pertaining to GBC facilities. Includes: Air quality, pest control, etc.	Facilities Management	C + 1	P	P		FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; GBC Policies; AODA
BP014	Waste Management Records documenting GBC waste management functions to ensure general and hazardous wastes are handled according to governmental legislation. Includes: Recycling, waste materials storage, reports, etc.	Executive Offices	C + 2	P	P		FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; GBC Policies; AODA
		Facilities Management	C + 2	P	P		

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BP015	Environmental Compliance Records related to monitoring environmental conditions within and around GBC. Includes: Daily and annual inspection reports, audits, etc.	Facilities Management	C + 2	P	P		FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; GBC Policies; AODA
BP016	External Facilities Records related to the renting and utilization of external facilities for GBC activities. Includes: Floor plans, rental fee information, etc.	Executive Offices Facilities Management	C + 1 C + 1	6 6	7 7		FIPPA; Limitations Act; AODA; GBC Policies
BP017	Naming Buildings & Properties Records related to the naming or renaming of GBC buildings, facilities, and properties.	Executive Offices GBC Foundation	C + 2 C + 2	P P	P P		FIPPA; Limitations Act; GBC Policies

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