

Directory of Records – General

Office - Facilities and Services

Description of the Mandate and Function:

Responsible for the operation and maintenance of the Athabasca central building and grounds. It provides a mail and courier service for the University. The department is also responsible for security, fleet vehicles, and convenience copiers.

General Classes or Types of Information:

- Issued Keys List.
- Vehicle Booking Forms.
- Card Access Requests.
- Work Orders.
- Photocopy Machine Charge-backs.
- Racquetball Booking List.
- Facility and Boardroom Booking List.
- Fleet Vehicle Bookings.
- Occupational Health and Safety Committee.
- Photographs.
- Records relating to photocopiers usage.
- Security Log Book.
- Vehicle log book.
- General information and records relating to campus planning.
- General information and records relating to equipment.
- General information and records relating to building maintenance.
- General information and records relating to disaster planning and emergency response plan.
- General information and records relating to AU Art Committee.
- General information and records relating to Muskeg Creek Trail Committee.
- General information and records relating to Recreation Advisory and planning Committee.
- Renovations.
- Building leases.
- Insurance.
- Blueprints.
- Equipment and vehicle manuals.
- Copies of common administrative records such as staff leave requests, financial records such as purchase orders, expense claims and charge-backs.

PIB Titles:

- Issued Keys List
- List of Staff Members Vehicle License Plate & Driver License Numbers
- Racquetball Booking List
- Facility and Boardroom Booking List
- Fleet Vehicle Bookings

Copies of Records Located:

None

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

None

Remarks: