



Health & Safety Considerations for the Management of a Multi-Faith Room

1. Ensuring a clean and well-maintained space.
 - a. Post a procedure for reporting a problem about the room / facility, include a contact email and/or telephone number of person responsible. Include the relevant Facilities number (St. George campus call 416.978-3000, Mississauga campus submit work order in ServiceNow: <https://uoft.service-now.com/utm> , Scarborough campus contact: <https://www.utsc.utoronto.ca/facmgmt/>).
Concerns, may include:
 - i. Cleanliness
 - ii. Damage
 - iii. Temperature
 - iv. Lighting
 - v. Misuse of the room
 - vi. Complaints about other users**Urgent concerns**
 - b. In case of fire or emergency evacuation, follow procedures in the room. Room should be posted with building address, and room number. Consult your Fire Prevention Officer <https://www.fs.utoronto.ca/contact/fire-prevention-officer/>
 - c. In the event of incident or concern that requires attention, contact Campus Safety by calling 416.978-2222 (St. George Campus). Link to Campus Safety contacts for each campus: <https://www.utoronto.ca/campus-status>
 - d. For emergencies that require an immediate response, call 9-1-1 and then notify Campus Safety. Post this procedure poster: https://ehs.utoronto.ca/wp-content/uploads/2023/08/InCaseOfInjuryIncident_LetterDecal_Final_Aug2023.pdf
 - e. And ensure a UofT contact completes an Accident/Incident e-form. www.ehs.utoronto.ca/report-an-incident
2. Providing proper flooring for barefoot use, (contact Caretaking to schedule cleaning <https://www.fs.utoronto.ca/contact/caretaking/>)
3. Prohibiting open flames or incense. This does not apply to Indigenous Ceremonial Practices <https://people.utoronto.ca/culture/indigenous-community/indigenous-ceremonial-practices/>
4. Clear emergency exit procedures,
5. Appropriate storage for personal items such as shoes.
6. Security, hours of operation and access after-hours, weekends, holidays.
7. Posting Expectations, consider including:
 - Leave the room tidy for the next user.
 - Keep noise to a minimum. No general conversations.
 - No eating or drinking in the rooms.



- No candles, incense, or open flames of any kind. This does not apply to Indigenous Ceremonial Practices <https://people.utoronto.ca/culture/indigenous-community/indigenous-ceremonial-practices/>