# Buildings and Properties (Primary Numbers 500 – 599)

This main subject group covers records relating to the following primaries:

- Building Management
- Campus Planning
- Capital Construction Projects
- Janitorial Services
- Property Management
- Security
- Space Management
- Utilities

Six global secondaries have been developed for these primaries.  They are as follows:

- -00 **Policy and procedures**:  records associated with a specific primary that relate to policy and procedures;
- -01 **General**:  records associated with a specific primary that are of a general nature or of too low a volume to justify the creation of separate secondary;
- -02 **Subject files**:  records associated with a specific primary that relate to particular subjects and are arranged according to general information content.  Subject files are usually third-party reference materials;
- -03 **Case files**:  records associated with a specific primary that relate to a particular action, event, person, product, unit, etc.  Case files are not typically third-party reference materials but are materials generated or received by the office in the course of performing its administrative duties;
- -04 **Committees**:  records associated with a specific primary that are generated or received by committees, councils, etc.;
- -05 **Reports and statistics**:  records associated with a specific primary that consist of reports and statistics.

**Within the File Plan, these secondaries have been left blank so that offices may define each further.**

**Please note -** not every primary category will require the use of each of the global secondaries.  It is up to individual offices to determine which secondaries will be applied. For further information on implementing or applying the global secondaries, please review the University of Toronto File Plan Introduction.

| File Code | Record Type | Description | Active | Semi Active | Final Disposition | R | F |
|---|---|---|---|---|---|---|---|
| **500** | **Building and Properties – General** | Records relating to the management, operation and maintenance of University buildings and properties not shown elsewhere in this block | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| **505** | **Building Management** | Records relating to the maintenance and operations of buildings and structures. For records relating to the management of space within buildings, see 510 Space Management. For records relating to the maintenance and operations of properties and grounds, see 540 Property Management. For records relating to janitorial services, see 530 Janitorial Services. | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |

| File Code | Record Type | Description | Active | Semi Active | Final Disposition | R | F |
|---|---|---|---|---|---|---|---|
| **510** | **Campus Planning** | Records relating to long range planning of the University campus, including the establishment of building priorities. For records relating to plans and planning that do not relate to buildings or properties, see 300 Planning. For records relating to the planning of specific capital construction projects, see 520 Capital Construction Projects. | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |
| **520** | **Capital Construction Projects** | Records relating to the planning, design and construction of capital construction projects. | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |

| File Code | Record Type | Description | Active | Semi Active | Final Disposition | R | F |
|-----------|-------------|-------------|--------|-------------|-------------------|---|---|
| **530** | **Janitorial Services** | Records relating to the provision of janitorial services for University buildings. | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |
| **540** | **Property Management** | Records relating to the maintenance and operations of properties and grounds.  Also includes records relating to landscaping, traffic and parking. For records relating to the maintenance and operations of buildings and structures, see 505 Building Management. | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |

| File Code | Record Type | Description | Active | Semi Active | Final Disposition | R | F |
|---|---|---|---|---|---|---|---|
| **570** | **Security** | Records relating to building and property security. Includes key issuance. For records relating to emergency preparedness, see 170 Disaster Preparedness and Recovery. For records relating to the security of information systems, see 250 Information Systems | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |
| **575** | **Space Management** | Records relating to University space management including alterations, and the rental or use of space. | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |

| File Code | Record Type | Description | Active | Semi Active | Final Disposition | R | F |
|---|---|---|---|---|---|---|---|
| **590** | **Utilities** | Includes records relating to the installation, operation, maintenance and repair of air conditioning and ventilation systems, gas, hydro power, plumbing and heating, water and sewage systems and facilities, garbage disposal, lighting, etc. For records relating to the billing of utilities vendors, see Finance 700-799 | | | | | |
| -00 | Policies and Procedures | | C | 2 | D | | |
| -01 | General | | C | 2 | D | | |
| -02 | Subject files | | C | 2 | D | | |
| -03 | Case files | | C | 2 | D | | |
| -04 | Committees | | C | 2 | D | | |
| -05 | Reports and Statistics | | C | 2 | D | | |