



Regis College

The Jesuit School of Theology in Canada at the University of Toronto  
A Collaborating Partner in the Regis St. Michael's Faculty of Theology  
[www.regiscollege.ca](http://www.regiscollege.ca)

# REGIS COLLEGE FACILITY HANDBOOK 2024-2025

Preparing Global Faith Leaders for a Hope-  
Filled Future

A digital copy of this handbook can be found at [regiscollege.ca/facilities](http://regiscollege.ca/facilities)

## Contact for Emergencies

Type of Emergency	Who to Call	Phone Number
Urgent Medical or Crime in Progress	Toronto Emergency Services	9-1-1
Trespasser/Theft/Safety Issue	Campus Police	<b>416-978-2222</b> (urgent) 416-978-2323 (non-urgent)
Spiritual Emergency	Campus Ministers	Sonal Castelino (Catholic) 416-926-7125
Plant/Building Emergency	Arnel Aquino	416-823-3106

## Quick Reference Directory

Gordon Rixon, Regis College President	416-922-5474 ext. 225	<a href="mailto:gordon.rixon@utoronto.ca">gordon.rixon@utoronto.ca</a>
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Teresa Helik,  Director, Regis College President's Office	ext. 231	<a href="mailto:teresa.helik@utoronto.ca">teresa.helik@utoronto.ca</a>
Arnel Aquino,  Plant Manager	ext. 241	<a href="mailto:arnel.aquino@utoronto.ca">arnel.aquino@utoronto.ca</a>
Front Desk Assistant	ext. 221	<a href="mailto:regis.studentservices@utoronto.ca">regis.studentservices@utoronto.ca</a>

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**Online only: visit [regiscollege.ca/facilities](http://regiscollege.ca/facilities).**

## Building Overview and Provenance

Regis College consists of three buildings. The West Wing is the heritage 1910 Christie Mansion housing classrooms on the ground (A, B, C) and second floor (E), attractive common spaces, faculty offices, and administrative offices for Regis College and the Regis St. Michael's Faculty of Theology. The 1950s Fontbonne Wing houses St. Joseph Chapel, a student lounge, study spaces, and additional offices. The Atrium connects the two wings on the ground floor and basement levels and houses a reception desk (the Front Desk), an exhibit area, and one additional classroom (D).

Please see Appendix A for the Christie House Heritage Report

Please see Appendix B for the Regis College Wayfinding Guide.

## Art Installation and Exhibits

Regis College is fortunate to have an extensive art collection, enhanced by art on loan from USMC. An exhibit space in the Atrium hosts several displays each year, often coordinating with other internal or external events. An Art Committee with representation from RSM, Regis College, and the area arts community makes recommendations to the Regis President's Office regarding exhibits and art placement. Inquiries and suggestions are welcome. Contact the Director of the Regis President's Office.

Please see Appendix C for a commentary on The Regis Art Collection

## Access

### Building Hours

Fall and Winter Terms (including reading and exam weeks)	
Monday to Thursday	8:30 am to 7:30 pm
Friday	8:30 am to 4:30 pm

Spring & Summer Term (from the last day of winter exams to the Monday after Labour Day, exclusive)	
Monday to Friday	8:30 am to 4:30 pm

The building is closed for an annual Christmas Break from 4:30 pm on the last day of fall exams until 8:30 am on the first day of class in the winter semester.

### Accessibility

Renovations completed in 2007-2009 brought the building into conformity with minimum accessibility code.

Accessible washrooms are available on each floor of the West Wing, in the corridor leading to St. Joseph Chapel, and in the basement study area.

Two elevators provide access to every level of the building.

1. One elevator services the Atrium, the 1st floor and basement of the West Wing, and the Study Area in the Fontbonne Basement.

2. A second elevator services all five levels of the West Wing, including the split levels found on the second and third floors, and is accessed by visitors through the RSM administrative office area.

Please see Appendix D for the Regis College Elevator Wayfinding Guide.

### Introduction to the Regis College Service Policy

“Inspired by the charism of St. Ignatius of Loyola and faithful to the Roman Catholic tradition, Regis College serves women and men called to minister to people of many faiths and cultures. Our community seeks an integrated spirituality, a faith that does justice, critical dialogue, and academic excellence.

“Regis College is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non- discrimination. It supports the Ontarian with Disabilities Act (ODA), 2001 and the Accessibility for Ontarians with Disabilities Act (AODA), 2005. This Service Policy for People with Disabilities aligns with the policies of the University of Toronto and the Toronto School of Theology.”

The Regis College Service Policy, Human Rights Policy and other Policies are available at <https://regiscollege.ca/policies/>.

Persons requiring accommodation or wishing to offer feedback on accessibility concerns are invited to contact [regis.presidentsoffice@utoronto.ca](mailto:regis.presidentsoffice@utoronto.ca).

### FOBS and Keys

FOBS and Keys are available from the Director of the Regis College President’s Office.

Keys typically open an individual, assigned office door, all passage doors on stairwells and corridors, classroom doors, and all other common area doors (e.g. faculty/staff dining room and lounge). FOBs lock and unlock the chapel doors as well as permit the use of an elevator after hours.

FOBS can be verified as active by trying it out at the back stairwell door. This door can only ever be opened from the outside using a FOB.

To use the elevators after hours, tap your FOB on the reader, then press the elevator floor buttons. After regular building hours, the elevator can be called from any floor and will return to the exiting level without using a FOB. One exception is the West Wing basement, where a FOB is always required to call the elevator to access the upper West Wing floors.

There is a \$50 charge to replace a lost FOB or key. FOBs and keys must be returned to the Director of the Regis President's Office upon leaving the employ of Regis College or secondment to RSM. If FOBs and keys are not returned, a lost FOB and key charge will be applied.

## Parking

Limited parking is available, restricted to deliveries and supporting accessibility needs. Please contact [regis.communications@utoronto.ca](mailto:regis.communications@utoronto.ca) at least 24 hours in advance to reserve a spot.

See Appendix E for the complete Regis College Parking Guidelines

## Restricted Spaces

Some areas are restricted for the use by FDAs on duty, staff, and faculty:

- 1<sup>st</sup> floor: The servery/catering kitchen. Student volunteers may work with faculty or staff in this space when preparing an event. Otherwise, if students need utensils, a microwave, or a fridge, please direct them to the student lounge (across from St. Joseph Chapel).
- 2<sup>nd</sup> floor: The exterior patio.
- 2<sup>nd</sup> floor: The level 3 elevator lobby (connected to the patio) is a work area with a photocopier and office resources for faculty and staff use only.
- 3<sup>rd</sup> floor: The faculty and staff dining room and lounge.

The landing areas near the main circular stairwell and elevator on the second and third floors of the West Wing are designated as waiting areas for students and visitors.

## Room Bookings

If you wish to book:	Please contact:
A class	Office of the RSM Dean <a href="mailto:rsm.dean@utoronto.ca">rsm.dean@utoronto.ca</a> 416-922-5474 ext. 227
An event	Regis College President's Office <a href="mailto:regis.presidentsoffice@utoronto.ca">regis.presidentsoffice@utoronto.ca</a> ext. 231
A one-time, last-minute meeting	Front Desk Assistant <a href="mailto:regis.studentservices@utoronto.ca">regis.studentservices@utoronto.ca</a> ext. 221

A recurring or pre-planned meeting	Regis President's Office/Office of the RSM Dean
The use of St. Joseph Chapel	Regis College President's Office

If you book an event or the use of St Joseph Chapel

- You will receive a screenshot of the booking as confirmation and an Event Logistics Form from the Regis College President's Office.
- Please complete and return the Event Logistics Form as directed at least two weeks prior to the event.

The typical maximum desk seating configurations for classrooms follows: A (25), B (24), C (47), D (15), and E (22).

St. Joseph Chapel will accommodate 200 people seated in 25 pews (18 large; 7 small). Additional chair seating can be added to the sanctuary area.

## Signage

The west window at the Wellesley Street entrance is reserved for temporary signage promoted by Regis College and/or RSM.

The electronic display at the Wellesley Street entrance is also available to promote events or messaging sponsored by the RSM Dean's Office and the Regis President's Office. The Regis President's Office coordinates scheduling and installation/mounting.

All those associated with Regis College and RSM hosting events at Regis College are welcome to inquire.

Temporary Note: RSM may request the placement of two permanent architectural signs that conform to the service agreement with Regis College and the approved communications policy. Pending the design and installation of permanent signage, a temporary space has been provided for street-facing RSM signage (40" x 40") on the east window at the Wellesley Street entrance.

## Student Access to Faculty Offices

Students and visitors wishing to see faculty or staff in their offices can check in with the front desk. The FDA will contact the faculty/staff member by phone and direct the visitor to their office or a waiting area, as preferred.

## Health and Safety

### Health and Safety Committee

The Regis College Health and Safety Committee comprises of the following members:

- Scott Vaincourt, Health and Safety Officer; chair of committee
- Arnel Aquino, Plant Manager
- Erica Figueiredo, non-supervising employee (representing employees of the University of St. Michael's College)
- Paul Babic, non-supervising employee (representing employees of Regis College)

For any health and safety concerns or questions, please reach out to Scott at [regis.comptroller@utoronto.ca](mailto:regis.comptroller@utoronto.ca).

# Security

## Emergency

If you are in distress or experiencing any other type of emergency, Campus Emergency phones located throughout the campus can be used to call Campus Safety Communications. Regis College has four Campus Emergency Phones located at:

1. the base of the main West Wing Circular Stairwell (outside the doctoral study carrels);
2. the base of the Atrium Stairwell (outside the main library entrance);
3. by the North Atrium Doors (exterior, facing the garden courtyard); and
4. by the South Atrium Doors (exterior, near the book drop on the Wellesley Street Plaza).

To use a Campus Emergency Phone, press the call button on the front of the device - **do not keep the button pressed down**. You will hear a dial tone and connect with a Campus Safety Communications Operator for assistance. Be prepared to give the following information: Your name, location, and the nature of your emergency.

The University of Toronto [Campus Safety Special Constable Service](#) patrols the building and responds to security and fire alarms and calls for service through either their urgent (416-978-2222) or non-urgent (416-978-2323) contact numbers. For fire and medical emergencies and crimes in progress, always contact Toronto Emergency Services first by calling 911. In such cases, campus Safety should always also be alerted.

For information about UAlert, Campus Status, and other University of Toronto Emergency Preparedness resources, see <https://preparedness.utoronto.ca/>

## Doors and Locks

Locked perimeter doors are alarmed and should not be held open for more than 20 seconds (physically by a person or mechanically by an accessibility button) as they will alert Campus Security.

The heritage door exiting through the Porte-Cochère to Queen's Park does not operate smoothly and is unavailable for daily use. Please do not use this door to exit or enter the building.

The fire exit doors leading to the exterior fire escape (second and third floors of the west wing) and 90 Wellesley Street (study area and student lounge) are alarmed and alert Campus Security immediately upon opening. **These doors are for emergency use only.**

If you are in the building after hours, you should normally find passage doors from stairwells into corridors and from the Atrium into the Fontbonne and West Wings locked. Please relock these doors as you pass through them. The building is rented out after hours to various groups and limiting access to unsupervised areas is important for safety and security.

Past security incidents require that the back stairwell doors remain locked at all times.

## Classrooms

If a class ends after the building is closed [i.e. there is no Front Desk Assistant (FDA) on duty], the instructor is responsible for ensuring that:

- all students leave the building,
- classroom windows are closed and door(s) is (are) locked.,
- all lights switched off (weekends only),
- all passage doors are locked (weekends only).

## General Policies

Offices all have glass panels to ensure the safety of occupants. Faculty and staff who obscure these panels assume a foreseeable risk or real or perceived social boundary violations and may become subject to disciplinary or civil action.

Professional thieves are known to be active on the campus, and incidents have been reported at Regis College. Please keep your office door locked and valuables out of sight when absent. The first two weeks of each semester are known to be times of heightened risk.

Regis College does not assume responsibility for the loss of personal items.

Privacy Notice: Video cameras are in continuous operation supervising entrances and the public areas of the building.

Cleaning staff will turn out lights and lock passage doors on weeknights.

## Emergency Evacuation

### Fire Alarm

When you hear the fire alarm sound or receive a notification (via UTAAlert) to evacuate:

- Leave the building and area immediately.
- If you're able, use stairs to exit the building.

- Do not use the elevators during a building evacuation.
- Proceed to a safe location (Muster Point: Wellesley Street Entrance Plaza), keeping clear of fire routes, hydrant areas and walkways used for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by the Fire Prevention Personnel or a person with authority.

### Elevator Entrapments

If an emergency occurs during an evacuation that affects the elevators:

- Press the phone symbol (PH) emergency button on the elevator panel to connect with Campus Safety or call them at [416-978-2222](tel:416-978-2222).
- Do not force open the elevator door.
- Do not exit from the elevator if it is not at the floor level.
- If you or an individual has accessibility concerns impacted by an elevator outage, contact Campus Safety at [416-978-2222](tel:416-978-2222).
  - This includes if the outage has resulted in you or another member of the community being stranded in a building.
  - Campus Safety will dispatch emergency personnel to assist.

The West Wing's exterior cast iron fire escape and the backstair well leading to the lane to the north of the building are the designated emergency egress routes.

When evacuating, close but do not lock doors. Always be aware of an escape route and an alternative. Use the route not blocked by smoke.

Fire drills are conducted once per semester. Twenty-four-hour notice is given by posting notices on the Atrium doors.

Fire alarms are tested monthly, usually at night when the building is not occupied.

### Fire Extinguishers and Fire Alarm Pull Stations

Fire extinguishers and fire alarm pull stations are located near doors exiting from corridors to stairwells:

1. the main circular stairwell,
2. the back stairwell leading to the lane north of the building, and
3. the exterior cast iron fire escape exiting the Queen's Park side of the West Wing, as well as
4. all exits leading from the study space and student lounge to the 90 Wellesley Street building.

Every exterior door has a fire alarm pull station.

Additional fire extinguishers are available near:

1. the mechanical room (017) in the basement of the atrium,
2. the mid-point of the north wall of the library, storage room (007),
3. the West Wing mechanical room (009),
4. the doctoral carrel room (002), and
5. at the Front Desk.

Toronto Fire Services and Campus Security respond to activated fire pull stations and fire/smoke detectors. False alarms are fined \$1,400, and malicious use of a fire alarm is a criminal offense.

## First Aid and Medical Emergencies

FDAs are trained annually to provide first aid and alert emergency medical services when required.

First aid kits are available at the following locations:

1. Study Space (019) and Student Lounge in Fontbonne Hall,
2. the Front Desk in the Atrium,
3. the student locker room (basement),
4. the server/catering kitchen (1<sup>st</sup> floor),
5. the elevator lobby (2<sup>nd</sup> floor, level 3), and
6. the faculty dining room (307, 3<sup>rd</sup> floor) in the West Wing.

Automatic External Defibrillators (AEDs) are available at the Front Desk in the Atrium and the 3<sup>rd</sup> floor landing in the West Wing.

Oxygen is available at:

1. the faculty/staff dining room (307, 3<sup>rd</sup> floor) in the West Wing,
2. the Study Space in Fontbonne Hall (019),
3. the Front Desk (in the Atrium).

## Office Information

### Telephones

Regis College provides a phone for each office. This phone follows personnel when they are assigned new offices.

A complete directory of faculty/staff (both RSM and Regis) and their extensions exists at the Front Desk.

Contact the Regis President's Office for assistance.

For instructions to setup voice mail and other functions, see Appendix F.

## Incoming Mail

Mail is delivered by the University of Toronto once or twice a week and distributed to individual mailboxes located in the RSM Student Services waiting area.

If a parcel is too big to fit in a faculty/staff mailbox, the FDA will contact the recipient to arrange pickup at the Front Desk.

## Outgoing Mail

Stamps may be obtained from the Director of the RSM Dean's Office (for RSM business) and the Regis President's Office (for Regis College business). Unstamped mail will be returned to the sender when possible or held for up to 30 days and then destroyed.

Outgoing mail sorters may be found next to the front desk for:

1. Internal mail (for recipients within the building), which is distributed daily;
2. Campus mail (for recipients within the University of Toronto with an on-campus address), which is typically picked up once or twice weekly (no postage required); and
3. External mail (to any other locations serviced by Canada Post), which is transferred to a Canada Post mailbox daily.

## Front Desk Assistants

The Front Desk Assistants (FDAs) are supervised by the Director of the Regis College President's Office. Their responsibilities include:

- Greeting and directing visitors to their destination,
- Answering or redirecting inquiries,
- Providing general audio-visual and tier-one tech support to staff and faculty,
- Preparing tea and coffee for sale and events,
- Providing administrative support for the Regis College President's Office,
- Acting as general security (i.e., monitoring the security cameras, closing the building, and alerting the authorities as needed), and
- Other tasks as required.

FDAs are not available for faculty-assigned duties.

## Photocopying (and Printing)

Faculty and staff have access to three photocopiers/printers located in:

1. the RSM Dean's Office suite (B&W only),
2. the second floor (level 3) elevator lobby (B&W only), and
3. the third floor Regis President's office suite (B&W and colour).

Please use black and white whenever possible.

Individual use is subject to tracking and may be assigned to budget lines held by Regis College or RSM.

## Tech Support

### Tier 1: Basic Connectivity

#### Cable Connectivity Issues

Speak with the Regis College Office of the President to see if we can fix it in-house. Otherwise, the Director of the Regis College President's Office will contact our IT contractor for you regarding the issue.

### Printer Connectivity Issues

Speak with the Office of the President to see if we can fix it in-house. Otherwise, the Director of the Regis College President's Office will contact our photocopier contractor for you regarding the issue.

Please do not attempt to contact external tech contractors directly.

### Tier 2: Requiring 10+ min. of Assistance

Please direct software, VPN, or other more complex issues to your employer:

- University of St. Michael's College employees: contact the Director, Office of the RSM Dean.
- Regis College employees: contact the Director, Regis President's Office.

Your contact person will arrange support through resources provided by your employer.

### Audio Visual Equipment and Support

The following audiovisual equipment is available and may be reserved through the Front Desk with five business day's notice:

- meetings owl,

- meeting owl with external microphone,
- laptop,
- webcam on tripod,
- TV on AV cart,
- classroom C microphones (2),
- St. Joseph Chapel microphones (2),
- Blue Yet HDMI microphone,
- Logi-Tech Rally Camera.

For instructions on the use of installed AV equipment available in classrooms, see Appendix G

## Smudging

As treaty community in relation with the Mississauga of the Credit First Nation and an affiliate of the University of Toronto, Regis College follows protocols developed by the University in consultation with the Indigenous Community. The protocols are updated periodically and are available here:

[https://people.utoronto.ca/memos/improved-access-to-indigenous-ceremonial-practices/?utm\\_source=mailpoet&utm\\_medium=email&utm\\_source\\_platform=mailpoet&utm\\_campaign=PWD04052024](https://people.utoronto.ca/memos/improved-access-to-indigenous-ceremonial-practices/?utm_source=mailpoet&utm_medium=email&utm_source_platform=mailpoet&utm_campaign=PWD04052024)