



**MEMO**

February 23, 2016

To: UBC Staff and Support Staff  
From: David Kiloh, SHHS Facilities and Building Services  
Re: Acadia Park Laneways

Dear UBC Staff and Support Staff,

Student Housing and Hospitality Services is making operational changes to the usage practices of the locked laneways in Acadia Park Residence and Fairview Crescent Residence. Please note these changes, and ensure staff who may require access to these laneways are made aware so they can comply.

The following access protocols will take effect immediately:

1. The gates surrounding the residences are required to be closed and locked at all times. Once a vehicle enters or exits, the driver must ensure that the gate is locked behind them.
2. If you are accessing the laneways and notice that the gate is unlocked or down, please ensure it is secured immediately.
3. Access to the laneways is limited to UBC marked service vehicles and/or vehicles displaying a valid loading/unloading pass issued by the Acadia Park Residence front desk staff.
4. If you require access to the laneways, please go to the Acadia Park Residence front desk to sign out a key to the gate and receive an loading/unloading pass in exchange for a piece of government issued photo identification.
5. Temporary loading/unloading pass holders to the Acadia Park and Fairview Crescent lane ways and UBC decaled vehicles will stop in a manner that does not restrict emergency vehicle lane access or access to resident units.
6. Vehicle speed must be kept at 5km/hour.

To report a violation of these protocols, please contact the Acadia Park Front Desk at 604-822-3172 so that appropriate remedies can be taken, such as ticketing and/or towing.

Thank you for your support and cooperation!