
Title:	Graffiti Removal Procedures
Type:	Administrative
Policy #:	FS100-04
Responsibility:	Facilities and Services
Approved by:	
Effective date:	
Revised:	
Review date:	

1. Purpose

Centennial College recognizes that graffiti damages college property and may infringe on human rights. It is an unacceptable form of expression affecting individuals and the entire College Community.

All College employees have an obligation and duty to report forthwith to Physical Resources all incidents noticed in order to support the timely removal of graffiti. Physical Resources is the College Department with primary responsibility for the removal of graffiti from College Facilities and Property.

This procedure is to outline the control method of timely graffiti removal from all College facilities and property.

2. Definition

Graffiti is defined as anything inscribed on walls, furnishings or any other surfaces, which does not belong there. Inspections for graffiti will include all College property, including washrooms and furniture in classrooms. Graffiti in any form is unacceptable to Centennial College. Graffiti that is racist, sexist, homophobic or hateful in any way is a serious violation of Centennial College's Dispute Resolution Policy and Procedures.

3. Procedure

- 3.1 During the course of daily routines and workloads, all Physical Resources staff, Security and Cleaning Contractors must actively seek out, immediately remove or cover all graffiti inscriptions.
- 3.2 Graffiti that is inscribed on surfaces and cannot be removed by conventional cleaning product must be covered, if possible, and reported back to Physical Resources at EXT. 7535. Physical Resources will then engage a Contractor for subsequent removal.
- 3.3 All College employees have an obligation to assist with the elimination of graffiti and as such are requested that when they discover graffiti, to report it immediately to Physical Resources at EXT. 7535 or Campus Security.
- 3.4 Students are requested to report graffiti to the Information Centre or to Physical Resources at EXT 7535 or Campus Security.

- 3.5 Graffiti that targets individuals or constitutes a hate crime as defined by the Dispute Resolution Policy and Procedures must be reported to Campus Security for documentation and follow-up.
- 3.6 Any persons found defacing College property or applying graffiti, will be subjected to actions as defined by the College's Dispute Resolution Policy and Procedures, Code of Conduct and/or legal action.