

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR18	Approval Date: June 2, 2020 Last Revision: May 15, 2020
	Responsible Executive: John Metras Prepared By: Jenniffer Sheel	
	Signature: 	
Title: <p style="text-align: center;">Graffiti Removal</p>		

Graffiti Definition:

“Graffiti” means one or more letters, symbols, marks or imagery; affixed, adhered or applied without permission on any structure or thing, inside a building or in the public realm, on the UBC Vancouver campus.

Graffiti is not permitted to be placed on campus unless approved and/or on a designated structure: Designated structures include:

- poster poles, poster boards or other clearly defined structures inside a building or within the public realm;
- public chalkboards;
- the Engineering cairn; or
- structures approved by Campus and Community Planning.

“Offensive” means profane (swearing), hateful/disparaging/aggressive to individuals or groups (eg. swastikas), sexually explicit or any other graffiti that may need to be interpreted by Media Relations.

Removal:

Unapproved Locations	Procedure
Graffiti	Building Operations shall remove all graffiti within a 72-hr period after reported.
Offensive Graffiti	Building Operations shall photograph the graffiti and report it to Media Relations and Campus Security, before removing it as soon as possible.
Approved Locations	
Graffiti	Building Operations and other areas of responsibility will follow their current practice.
Offensive Graffiti	Building Operations shall photograph the graffiti and report it to Media Relations and Campus Security, and will notify the relevant area of responsibility for removal as soon as possible.

Communication Protocol:

If you witness an act of graffiti in progress, please contact University RCMP at 604-224-1322. Graffiti is considered vandalism under the Criminal Code of Canada. For more information visit <http://www.rcmp-grc.gc.ca/en/gazette/graffiti>

Report all found graffiti to Building Operations' service centre at 604-822-2173 or servicecentre.buildingops@ubc.ca.

For Offensive content please contact Media Relations at 604-822-2211 and Campus Security at 604-822-2222.

Service Centre Instructions:

Questions:

Content: is it offensive, or not?

Location: inside - which building/room? Outside – nearest building and landmark?

Structure: what surface/structure has been defaced?

Material: what type of material is on the structure (poster, paint, chalk etc?)

Key Risk	Description	Mitigation
Political	Be mindful of political statements in conjunction with protest activity on campus and the free speech implications of removal. Ensure graffiti is not permitted before removal.	Take a photo and send to Media Relations and Campus Security, and remove after determining graffiti is not permitted.
Hate/Offense	See definition of offensive above	Take a photo and send to Media Relations and Campus Security, and remove ASAP.
Environmental	Be mindful of removal processes that may impact the environment – (e.g., paint going down a drain).	Review SOPs and contact Environmental Protection for any questions.
Structural	Be mindful of structures and removal processes that could affect the integrity of the structure - (e.g., is the structure a piece of the outdoor art collection?)	Review SOPs and contact Streets and Operations Support, Municipal Services.
Engineer Cairn	This structure is managed by the Undergraduate Engineering Society.	Contact the Facilities Manager or the Undergraduate Engineering Society.

Roles and Responsibilities:

Task	Municipal	Trades	Custodial	Security	RCMP	Service Centre	Facilities Managers	Corp Comms
Complaints and metrics						x		
Removal	x	x	x					
Public Art	x							
Public Relations							x	x
Witness graffiti				x	x			
Political, hate other suspicious content				x				x
Engineering Cairn							x	