PROGRAM PURPOSE

The diversity of University programs and activities often requires coordination of building operations by various departments. The Building Coordinator Program mission is to facilitate communications, support facility capital planning and represent user needs within the buildings. These relationships once built between building occupants and appropriate campus support units such as Plant Operations, University Police and Environmental Health and Safety (EHS) will help to enhance and improve facility services on campus. This program will be designed to provide a forum for discussion and resolution for occupancy problems. Building coordination is most efficiently accomplished through the assignment of Building Coordinators.

A Building Coordinator is a University employee who has a defined role in campus emergency/disaster preparedness and building maintenance. This based on the facility and the college or area needs may be a full time appointment or partial appointment. The intent is not to create positions, but to streamline and focus efforts using appointed existing university resources.

COMMITTEE

The coordinating committee will meet bi-weekly and have an extended planning session on the third month (quarterly rolling schedule) as well as an annual planning meeting. The Quarterly and Annual planning meetings will replace the monthly meeting during those time periods.

The planning committee consists of the following members:

1. Facilities Management Program Manager
2. Executive Director, Facilities Management
3. Public Safety Representative
4. Fire Safety Representative
5. EHS and Risk Management Rep
6. Assistant Chief of Police
7. Facilities Management Rep
8. Parking & Transportation Rep
9. Ass. Director, Marketing & Communication (A&F)
10. Director of Academic Program Mgmt.
11. Emergency Mgmt. Specialist

COORDINATION DESIGNATION

It is recommended that the Building Coordinator (BC) be a full-time faculty or staff employee with more than six (6) months experience in that position at time of designation. The BC should have a broad understanding of the activities of the department(s) housed within the building. It is recommended that the BC be on duty during regular business hours. Final recommendation is that an alternate should be identified to perform in the absence of the designated BC.
COORDINATOR RESPONSIBILITIES

1. Serve as building contact between occupants, essential service providers and emergency responders if an emergency occurs during regular hours (i.e. Work Requests)

2. Act as coordinator for building occupants in implementing building emergency response and evacuation plans.

3. Work as building liaison to other campus departments and units that provide support, assistance and input to emergency preparedness planning.

4. He or she serves as the primary communication liaison between campus support agencies and building occupants.

5. Notify occupants of impending access interruption to public areas or utilities in the building.

6. Post notices of renovation and construction work in the building that could affect occupants (i.e. fire drills).

7. Work directly with Public Safety/Environmental Health and Safety (EHS), serving in the capacity of fire warden and Alternate Duty Safety Officer in matters of safety and security for their building.

8. As needed, periodically schedule time with Plant Operation and/or Public Safety, to discuss specific problems or concerns within their assigned building.

9. Tour assigned building(s) on a regular basis to help identify equipment and/or facility problems and report issues like doors not closing or locking correctly, light bulbs that are burned out or not working, trash accumulation, pest issues, noxious odors, maintenance issues, water leaks or drainage concerns, etc.

10. Train an alternate to assume duties when primary coordinator is on leave, absent or not available.

11. Attend an initial training session on the role of the building coordinator. Attend annual training session, which will be conducted by the Building Coordinator Committee.

12. Have communication access via email, office phone and cell phone.

13. Be available during normal business hours as well as after hours.

14. Work at an operational level.
PROGRAM CRITICAL SUCCESS FACTORS

- Effective Communications & Communication Plan
- General Management/Daily Work/Facility Service Requests
- Health and Safety
- Utility Shutdowns/Outages
- Building Renovations/Remodeling
- Emergency Disaster Preparedness – Liaison to Building Safety Warden Program