

BUILDING COORDINATOR AGENDA

Quarterly Meeting of the Building Coordinator Program

Friday, 29 July 2016

9:00 a.m. – 11:00 a.m. KIVA Room, Farish Hall

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| 1. | Welcome | Jacque Vargas |
| 2. | Overview of Facilities | David Oliver |
| 3. | Service Request for Signatures | Craig Whitfield |
| 4. | Door Prize | Jennifer Rea |
| 5. | Planning and Project Development | Christa Rieck |
| 6. | Real Estate Office Highlights | Ashlee Ross |
| 7. | Door Prize | Jennifer Rea |
| 8. | Key Campus Audit | Penny Brungardt & Lawrence Dang |
| 9. | Cougar Lights | Jacque Vargas |
| 10. | Long-Term Outage Updates | Jacque Vargas |
| 11. | Building Coordinator Inspection Reports | Jacque Vargas |
| 12. | Door Prize & Adjournment | Jacque Vargas |

Looking Ahead



Cougar Lights	Friday, August 26
Building Coordinator Program Quarterly Meeting	Tentatively: Friday, Oct 21
Building Coordinator Program Annual Training	Tentatively: Friday, Nov 11

Annual Key Campus Audit (AKCA)



On October 3, 2016 the Annual Key Campus Audit will be available for certifying signature to assign the Key Auditor(s).

Log on to “AccessUH” and select the “Fix-It Icon” and look for Key Audit tab/instructions.

AKCA ends October 31, 2016.

Three Basic Steps for the AKCA

1. The certifying signature will assign Key Auditors. Auditors assigned will receive an e-mail about the audit and that it is assigned to them.
2. The Key Auditor will complete the audit.
3. The certifying signature will review the audit, approve if correct, and release it back to Key Access Services for further handling.

Additional Information

- The certifying signature will contact Key Access Services for return key pick up.
- This will become the key holder’s permanent record.
- Certifying signatures can access Key Manager through Fix-It in AccessUH any time during the year to run reports for their department.