

U N I V E R S I T Y of
HOUSTON

FACILITIES/CONSTRUCTION MANAGEMENT

March 8, 2021

Dear Toni S. Benoit,

The [Building Coordinator Program](#) is designed to help meet all of the campus facility and safety needs. The Building Coordinator (BC) is an appointed role and is critical in communicating and representing building user needs. **I am pleased to ask you to serve as the PRIMARY Building Coordinator** for Student Service Center 2.

As **PRIMARY** BC, you will serve as the primary point of contact to liaise for custodial and maintenance services, energy management, fire and environmental safety, and project management activities within your assigned facility or facilities.

As we all partner together on behalf of the students, faculty and staff at the University of Houston, we look forward to working with you in this critical role. To schedule your onboarding, answer your questions, and learn more about your role as BC, please contact the Building Coordinator Program at faccomm@central.uh.edu.

Thank you.

Sincerely,

Magda Alanis
Executive Director
Facilities Business Operations and Compliance