

# Building Coordinator Program



# Building Coordinator Program Overview

- Launched July 2011
- 130+ BCs including primary and secondary
- 160+ buildings
- An official [Building Coordinator Program MAPP](#) was approved in December 2016.



# Purpose

- Bridging Partnerships between UH Community and Facilities/Construction Management
- Committed to ensuring a safe and effective physical environment in support of students, faculty, staff and visitors.
- Designed to facilitate communications, support facility capital planning and represent user needs within university buildings.

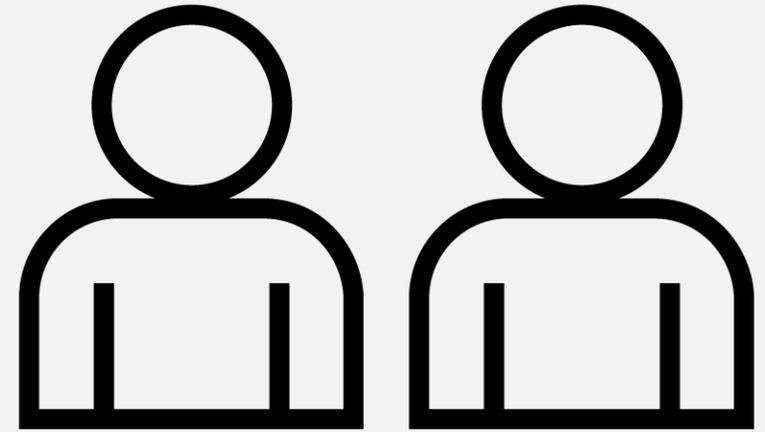


# Definitions

- Building Coordinator (BC): Primary contacts in each building to help facilitate building communications, represent all user needs and coordinate repairs, outages, construction, maintenance and other facility activities.
- Building User/Occupant: Faculty, staff, students and visitors who utilize/occupy campus buildings.
- Department Access User (DAU): Responsible for the management of electronic access to building perimeter doors and other access areas under the control of the department. This includes granting and revoking access to all restricted areas. BC is responsible for assigning DAUs.

# Building Coordinator Designation

- Based on the unique needs of each building.
- Primary and alternate BC appointment and recertification letters will be emailed annually.
- Duration of the BC role is dependent on either the BC's continued employment or their position at the University.



# Building Coordinator Responsibilities

- Stay Informed
- Be the Point of Contact
- Distribute Notifications
- Build Partnerships
- Prepare and Respond to Emergencies



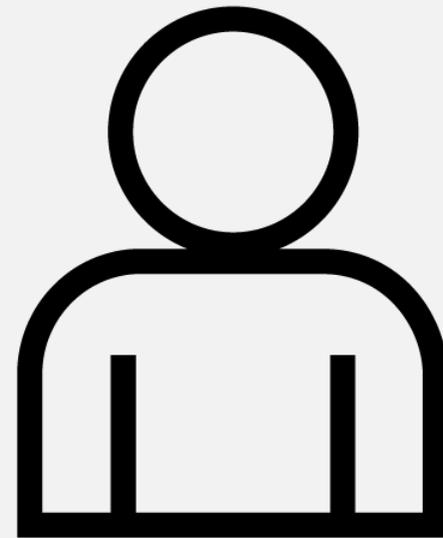
# Stay Informed

- Facilities Communications - emails
- Meet with Zone Manager
- Attend BC meetings
- Know the 4 ways to [FIXIT](#) and the 5 key components to provide with service request
- Questions or concerns can be emailed to [faccomm@central.uh.edu](mailto:faccomm@central.uh.edu)



# Be the Point of Contact

- Review contact information: [Building Coordinator](#)
- Coordinate with secondary BC to assume duties when primary coordinator is on leave or absent
- Be available during normal business hours as well as after hours
- Have a point of contact for each department in your building(s)
- Serve as Department Access User (DAU) for Electronic Access Control and/or assign DAU
- Notification Process - Review & Confirm: We want to know you know!



# Distribute Notifications

- Be familiar with the [Notification Guidelines](#)
  - **Planned**: Distributed two weeks or more in advance.
  - **Immediate**: Distributed less than two weeks in advance.
  - **Emergency**: Distributed on the same day.
- Notify all building users
- [Outage Notification Calendar](#) website
- Contact FIXIT if any systems are not working properly after an outage

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**EMERGENCY OUTAGE NOTIFICATION**

Building(s) Impacted and Date/Time			
Building Name:	Classroom and Business Building	Building #:	499
Start Date:	Friday, 12/4/2020	End Date:	Wednesday, 12/9/2020
Start Time:	11:00am	End Time:	3:00pm

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**IMMEDIATE OUTAGE NOTIFICATION**

Building(s) Impacted and Date/Time			
Building Name:	Science & Engineering Research Center	Building #:	545
Start Date:	Friday, 12/11/2020	End Date:	Friday, 12/11/2020
Start Time:	6:00 AM	End Time:	10:00 AM

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**PLANNED OUTAGE NOTIFICATION**

Building(s) Impacted and Date/Time			
Building Name:	Houston Science Center	Building #:	593
Start Date:	Wednesday, 12/30/2020	End Date:	Wednesday, 12/30/2020
Start Time:	6:30 AM	End Time:	12:00 PM

**Purpose and Impact**

**PURPOSE:** Preventive maintenance of exhaust fans.

**IMPACT:** Fume hoods will be off while exhaust fans are being serviced. Maintenance will service the roof top exhaust fans.

**Impacted Service**

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Domestic Cold Water	<input type="checkbox"/> Elevators & Accessibility
<input type="checkbox"/> DI Water	<input type="checkbox"/> Construction	<input type="checkbox"/> Domestic Hot Water	<input type="checkbox"/> Air Handling Unit
<input type="checkbox"/> Steam	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Chilled Water	<input checked="" type="checkbox"/> OTHER: Exhaust Fans

**Primary Contact Information**

Primary Contact:	Rey Tajonera	Please contact the FIXIT Call Center at 713-743-4948 or <a href="mailto:fixit@uh.edu">fixit@uh.edu</a> to reach the primary contact.
Secondary Contact:	Al Blackmon	

**Review and Approval Process (FBOC Office Use Only)**

Requested by:	Rey Tajonera	Request Date:	11/30/2020
Bldg Coordinator:	Enillo Semendez	Sign Off Date:	11/30/2020
Fire Marshal:	Chris McDonald	Sign Off Date:	11/30/2020
FS Director:	Jerry Boggs	Approval Date:	11/30/2020
Issued by:	Enilo Vasquez	Issue Date:	12/09/2020

Work Order# WOOD27749  
Project # N/A

# Checkpoint

- Do you receive emails from Facilities Communications?
- Do you have 24/7 access to your emails?
- Do you have a point of contact for each department in your building(s)?
- Are you distributing notifications/communications to all building users?
- Have you reviewed the DAUs assigned to your building(s) in the last 6 months?
- Have you met with your Zone Manager?



# Build Partnerships

- Serve as the primary communication liaison between campus support agencies and all building occupants.
- Who are considered support agencies?



# Support Agencies:

Facilities/Construction Management  
Website: <https://uh.edu/facilities/>



**Facilities / Construction Management**  
Senior Vice Chancellor/Assistant Vice President  
**David Oliver**

**Facilities Planning & Construction**  
Asst. Vice Chancellor / Vice President  
**Christa Rieck**



**Facilities Planning & Construction**  
Asst. Vice Chancellor / Vice President  
**Nick Merry**



**Facilities Services**  
Assistant Vice President  
**Michael Oestereicher**



**Facilities Business Operations & Compliance**  
Asst. Vice Chancellor / Vice President  
**Magda Alanis**



# Support Agencies: Facilities Planning & Construction

## Planning responsibilities include:

- Project Planning
- University Architect
- Engineering Services Team
- Interior Design Group
- Space Management Team

## PM responsibilities include:

- Managing projects > \$1M
- Validating projects programs
- Selecting and managing Architects and Engineer firms
- Selecting and managing construction contractors

# Support Agencies: Facilities Services

## FS responsibilities include:

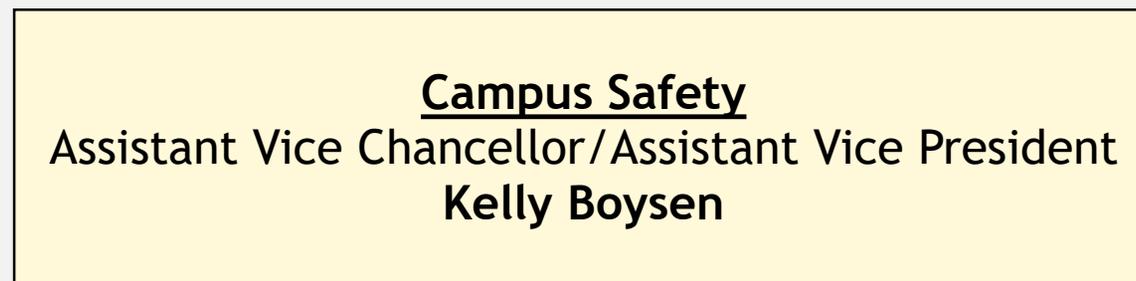
- Campus Construction Services - Project Management and construction services for all projects \$1 million or less.
- Campus Services (largest group) - Includes our custodial, landscape, and solid waste and recycling team.
- Maintenance and Repair Group - Repair and maintenance on all University buildings.
- Plant Operations - Provides a safe and reliable utility infrastructure to support campus and all buildings.

# Support Agencies: Facilities Business Operations & Compliance

## FBOC responsibilities include:

- Facilities Technology
- Electronic Access Control - [eac@uh.edu](mailto:eac@uh.edu)
- Contracts and M&O
- Customer Service
  - Call Center (FIXIT) - [fixit@uh.edu](mailto:fixit@uh.edu)
  - Key Access Services (KAS) - [kas@uh.edu](mailto:kas@uh.edu)
  - Building Coordinator Program - [facomm@central.uh.edu](mailto:facomm@central.uh.edu)

# Support Agencies: Campus Safety



Environmental Health & Safety (EHS)  
Director  
Lisa Benford

Fire & Life Safety (FLS)  
Director  
Fire Marshal  
Chris McDonald

Occupational Health Services (OHS)  
Director  
Dawn Mopkins, MPH,  
MSN, RN, COHN-S

Office of Emergency Management (OEM)  
Director  
Ginger Walker

# Support Agencies:

## Campus Safety - Environmental Health & Safety

Website: <https://uh.edu/ehls/>

### Responsibilities include:

- Provide technical expertise, consulting assistance, safety training and services to ensure compliance with institutional and regulatory requirements.
- Safety areas include biological, chemical, environmental, general, radiation and occupational.
- Safety trainings are offered to all UH staff, faculty, and students and are currently presented in either virtual or web-based formats.

### EHS needs YOU!

[ehs@uh.edu](mailto:ehs@uh.edu)

- Report any concerns relative to the health and safety of building occupants and spaces.
- Notify EHS when new faculty are assigned a laboratory space or when faculty are vacating a laboratory space, to ensure hazards and waste materials are properly addressed.

# Support Agencies:

## Campus Safety - Fire & Life Safety

Website: <https://uh.edu/ehls/fire/index.php>

### Responsibilities include:

- Prevention of fire, accidents, injury, and property damage.
- Fire safety equipment is checked and maintained through inspections
- Identify and remove frayed electrical cords, trip hazards, broken or inappropriate equipment and fire hazards
- Ensure food safety standards are adhered
- Assist architects and engineers in ensuring that fire and life safety measures are built into areas under construction.
- Provide training and classes for evacuation planning, fire and life safety, fire extinguishers, and food safety. Contact [cjmcdonald@uh.edu](mailto:cjmcdonald@uh.edu) or [wlmcloud@uh.edu](mailto:wlmcloud@uh.edu)

## Support Agencies: Campus Safety - Office of Emergency Management

Website: <https://uh.edu/oem>

### Responsibilities include:

- Emergency Planning
  - Campus-Wide
  - Building/Department level
- Continuity Planning
  - Campus-wide
  - College/Division level
  - Department level
- Campus Emergency Preparedness Programs
- Drills and Exercises
- Disaster Preparedness Outreach
- Incident Action Planning for major UH Special Events
- Respond to major campus emergencies, incidents, disruptions during UH Emergency Operations Center (EOC) activation



# Support Agencies:

## Campus Safety - Office of Emergency Management

### Training:

The OEM offers a variety of [training and outreach programs](#) for the university community.

- Building/Department Emergency Preparedness Training
- Community Emergency Response Team (CERT) Training
- Hurricane Preparedness Presentation
- UH Emergency Operations Center Tours

### OEM needs YOU!

Building Emergency Response Plan

<https://uh.edu/emergency-management/planning-and-response/building-department-preparedness/>

Please reach out to Brian Hall - [bhall@central.uh.edu](mailto:bhall@central.uh.edu) for more information.

# Support Agencies: Risk Management

Website: <https://uh.edu/risk-management/>

Manages the property and liability insurance programs for all campuses in the University of Houston System, and continuously works towards finding new ways to manage the risk exposure.

Resource to the University community on issues such as:

- Risk identification
- Loss prevention
- Workers' compensation
- General/premises liability
- Automobile liability
- Property Claims recovery (*Training presentation available*)



BCs will be asked to accompany UH Risk Management on random selected walk-throughs with SORM and insurance company.

# Support Agencies: UHPD

Website: [www.uh.edu/police](http://www.uh.edu/police)

Phone: 713-743-3333

## UHPD needs you!

- Review Campus Carry signs monthly and email [inspection form](mailto:inspection_form) every first Friday of the month to [campuscarry@uh.edu](mailto:campuscarry@uh.edu). See [Exclusion Zone](#) by Building name and number.
- Assigned Officers meet with the Building Coordinators to discuss and resolve safety issues for the building
- Building Coordinators elicits the safety concerns of building occupants
- Upon your request, trained crime prevention specialist will conduct a crime prevention survey and make recommendations to help increase the security of your building
- When an office, lab or other type facility is impacted by a facility failure or crime we need you to help contact the occupant so the incident can be resolved
- UHPD has numerous crime prevention presentations/trainings to address the safety concerns of the occupants of the building. (*i.e. Civilian Response to Active Shooter*)
- Contact [preventcrime@uh.edu](mailto:preventcrime@uh.edu) or [police@uh.edu](mailto:police@uh.edu) for further training information.

## Partnership takeaways...

- Lenel training for DAUs - Submit WO to FIXIT
- Be familiar with the labs in your building(s)
- Review and share building Emergency Response Plan with departments
- Campus Carry sign inspection forms due first Friday of every month
- Engage in safety trainings



# Prepare and Respond to Emergencies

Building Coordinator Role: [BE PREPARED](#)

\*\*\*Tips from Office of Emergency Management\*\*\*

- Develop a phone call-tree for your department or residence hall.
- Practice your evacuation and drills.
- Building Emergency Response Plan
- Business Continuity Plan
- Review and revise emergency response plans regularly to include new people and room changes.
- Share emergency information from the UH ALERT Emergency Notification System with all employees.
- Encourage all staff to update your emergency contact information through [AccessUH](#)



## Recap Responsibilities

- ✓ Stay Informed
- ✓ Be the Point of Contact
- ✓ Distribute Notifications
- ✓ Build Partnerships
- ✓ Prepare and Respond to Emergencies

# Recap of Typical Tasks

- **Day-to-Day**
  - Review and communicate outage notifications
  - Report facilities related issues to FIXIT
- **Month-to-Month**
  - Campus Carry
  - Outage Calendar
  - Review Points of Contact and DAU
  - Meetings
- **Year-to-Year**
  - Trainings
  - BC Recertification Letter
  - Review Building Emergency Response Plan

# Helpful Tips

- Communicate with Zone Manager or email [faccomm@central.uh.edu](mailto:faccomm@central.uh.edu)
- Communicate information related to building to all building users (i.e. outage notifications, inspections, etc.)
- Provide regular feedback (i.e. WO surveys)
- Participate in BC meetings and trainings
- Be familiar with:
  - Building entrances and access controls (i.e. Know your DAUs)
  - All building occupants, special department equipment, labs and research areas
  - Various services provided by University of Houston

QUESTIONS?