



Building Coordinator Program and Protocol for Returning to Work Campus

Facilities/Construction Management

Magda Alanis, Executive Director

Building Coordinator Program





Building Coordinator Program Overview

Program is managed through Facilities/Construction Management

Unpaid appointed staff and faculty volunteers

- Primary Building Coordinator
- Alternate Building Coordinator

Building Coordinator Responsibilities

- Communication and coordination with building occupants/users about work that will impact their building (outages, repairs)
- Key contact person for emergencies and issues related to the building (signage, door access, evacuation plans, campus carry)
- Represent building user needs

Repairs and emergencies contact FIX-IT: 713-743-4948 or 3-4948 (FIX-IT)

Text Message or email to fixit@uh.edu

Log online to Access UH and click on the FIX-IT icon



Building Coordinator Program Overview

Facilities Zone Managers

Joseph Hunter – Auxiliaries

Tracy Beasley – Research, Medical, Engineering, & Labs

- Facilities Zone Managers are a resource for Building Coordinators to reach out to for support and training
- They will help monitor Facilities related issues within assigned areas, track down issues, and be a liaison between building coordinators and Facilities Management & Construction
- They will meet frequently with Building Coordinators and walk assigned buildings to help identify facilities related issues, and coordinate a response with the appropriate facilities shop or department



Protocol for Returning to Work Campus

For Custodial Services Required

- Communicate thru Building Coordinator
- Building Name
- Room Numbers

For Sanitization

- Communicate thru Building Coordinator
- Building Coordinator will create a work order thru FIX-IT



Protocol for Returning to Work Campus

Summer Custodial Schedule

- <https://uh.edu/facilities-services/programs/bldg-coordinator/summer-2020-custodial-task-and-frequency---eg-spaces---final.pdf>

Entrances

TASK	OLD FREQUENCY	SUMMER 2020 FREQUENCY
Open/Secure Doors for cleaning purposes only	Daily	Weekly
Sweep/Dust Mop Floors	Daily	Monthly (2x)
Vacuum/Roll-Up Walk-Off Mats	Daily	Monthly (2x)
Sweep Outside Ramp/Landing	Daily	Monthly (2x)
Empty Waste Containers	Daily	Weekly
Clean Window/Door Glass	Weekly (2x)	Monthly (2x)
Damp Mop Floor	Weekly (2x)	Monthly (2x)
Spot Clean Walls/Doors	Monthly	Quarterly
Scrub/Recoat Floors	Quarterly	Annually
Clean/Extract Walk-Off Mats	Quarterly	Annually (2x)
Strip/Refinish Floors	Annually (2x)	Annually



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The screenshot shows the University of Houston Facilities Services website. The header includes the University of Houston logo and navigation links for Login to AccessUH, Give to UH, and Search. The main navigation menu includes About Us, News and Events, Services, Programs, Contact Us, Employee Resources, and UH FIX-IT. The breadcrumb trail reads: UH Home > Facilities Services > Programs > Building Coordinator Program. The page title is "Building Coordinator Program". A sidebar menu lists various programs, with "Building Coordinator Program" highlighted. The main content area features a large photograph of a meeting in progress, with many people seated around tables in a large room. A mascot character is visible in the background of the photo.

College/Division Administrator Meeting

May 2020



Protocol for Returning to Work Campus

Supplies

Facilities Construction/Management will supply the buildings identified with Large Sanitizers and Wipes at the central location of the building.

Fastenal and Tejas are available for individual supplies such as hand sanitizers or disinfectants with approvals for purchases made by individuals.



Questions

Facilities/Construction Management

Magda Alanis, Executive Director

Building Coordinator Program

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