

UNIVERSITY of HOUSTON

BUILDING COORDINATOR PROGRAM

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The University of Houston is committed to ensuring a safe and effective physical environment in support of students, faculty, staff and visitors. The diversity of University programs and activities often requires coordination of building operations by various departments. The Building Coordinator Program uses assigned Building Coordinators to help facilitate building communications, support facility capital planning, and represent user needs within the buildings. This program is designed to provide a forum for discussion and resolution for occupancy problems. Fostering relationships between building occupants and appropriate campus support units such as Facilities, University Police, and Environmental Health and Life Safety will help to enhance and improve facility services on campus. The Building Coordinator Program is critical in helping the University meet campus facility and safety needs – for additional program information and a list of Building Coordinators, visit <http://www.uh.edu/facilities-services/programs/bldg-coordinator/>.

BUILDING COORDINATOR DESIGNATION

A Building Coordinator is a University employee who has a defined role in campus emergency/disaster preparedness and building maintenance. 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 unique needs and 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 a secondary BC should be identified to perform in the absence of the designated BC.

BUILDING COORDINATOR RESPONSIBILITIES

- A. Serve as building contact between occupants and users, essential service providers and emergency responders if an emergency occurs.
- B. Act as coordinator for building occupants in implementing building emergency response and evacuation plans.
- C. Work as building liaison to other campus departments and units that provide support, assistance and input to emergency preparedness planning.
- D. Serve as the primary communication liaison between campus support agencies and building occupants.
- E. Notify occupants by posting notices and/or by email of impending access interruption to public areas due to repairs or construction or utility service interruptions in the building.

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- F. Work directly with the Department of Public Safety (DPS)/Environmental Health and Life Safety (EHLS), serving in the capacity of fire warden and Alternate Duty Safety Officer in matters of safety and security for their building(s).
- G. Attend the quarterly scheduled BC meetings.
- H. Be familiar with [UH FIX-IT](#) and/or the online work request process.
- I. As needed, periodically schedule time with these University departments -- Facilities Services, Public Safety, and/or Fire Marshal in order to discuss specific problems or concerns within their assigned building(s).
- J. 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, lights that are not working, trash accumulation, pest issues, noxious odors, and maintenance and custodial issues.
- K. Train and coordinate with their secondary BC to assume duties when primary coordinator is on leave, absent or not available.
- L. Have communication access via email, office phone and cell phone.
- M. Be available during normal business hours as well as after hours. (May be called upon to assist in resolving building-related emergencies after-hours.)
- N. Work at an operational level.