

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities  
AREA: Facilities Customer Service

Number: 09.05.01

<b>SUBJECT: Building Coordinator Program</b>
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I. PURPOSE AND SCOPE

The purpose of this document is to outline the purpose and scope of the Building Coordinator Program, the program's benefit to the University community, and the role and expectations of the staff members who serve as Building Coordinators for their facilities.

II. POLICY

The University of Houston is committed to ensuring a safe and effective physical environment in support of students, faculty, staff and visitors. As the University continues to fulfill its educational and research mission, it is faced with the dual challenges of facility growth and new requirements. By providing responsible and quality stewardship, the University achieves long term preservation and growth while remaining cost effective and competitive. The [Building Coordinator Program](#) is critical in helping the University meet campus facility and safety needs. The program is designed to facilitate communications, support facility capital planning and represent user needs within university buildings. Each Building Coordinator serves as a valuable partner to help resolve and address facility-related matters.

III. DEFINITIONS

- A. Building Coordinator (BC): A University employee who has a defined role in building maintenance and campus emergency/disaster preparedness.
- B. Building Coordinator List: List of buildings and their building numbers, and the primary and secondary Building Coordinators contact information. The list is maintained by Facilities Communications and is provided at <http://www.uh.edu/facilities-services/programs/bldg-coordinator/bldg-coords/>.
- C. Building User/Occupant: Faculty, staff, students and visitors who utilize/occupy campus buildings.
- D. Campus Support Agencies/Units: May consist of, but not limited to – Facilities Services; Facilities Planning and Construction; University Police; Fire Marshal; Environmental Health and Life Safety; University Emergency Management; Office of Sustainability; Risk Management; Parking and Transportation; Academic Programs; etc.
- E. Physical Environment: Consists of the physically-built environment, as well as the surrounding grounds and campus infrastructure.
- F. Primary Building Coordinator: Primary Building Coordinator is the primary/initial point of contact for facility issues.

- G. Secondary Building Coordinator: Secondary Building Coordinators will assume the primary Building Coordinator's duties when the primary building coordinator is on leave, absent or not available.

#### IV. SELECTION/APPOINTMENT PROCESS

- A. BCs are selected based on the unique needs of each building.
- B. Once the BC has accepted the role, they serve as either Primary or Secondary BC.
- C. The duration of the BC role is dependent on the BC's continued employment in their position at the University, and the needs of the University.

#### V. SELECTION CRITERIA

Each building will have a Primary BC and a Secondary BC selected using the following recommended criteria. It is recommended that:

- A. The BC should be a full-time faculty or staff employee preferably with more than six (6) months experience in that position at time of designation.
- B. Either the primary or secondary BC should be physically located (work location) within their assigned building. This helps the BC become more familiar with their building users and the day-to-day activities within their buildings.
- C. It is recommended that the BC have a broad understanding of the operational activities of the department(s) housed within their building.
- D. It is further recommended that the BC work during regular business hours.

#### VI. BUILDING COORDINATOR ROLES AND 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.
- 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. Please see [MAPP 06.03.01, Fire and Life Safety Code](#), for more information.
- G. Attend quarterly scheduled BC meetings, and other meetings that may be scheduled as needed.

- H. Be familiar with [UH FIX-IT](#) and/or the online work request process.
- I. As needed, periodically schedule time with Facilities Services and/or the Department of Public Safety, in order to discuss specific problems or concerns within their assigned building.
- 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.
- O. Perform other duties as determined necessary to maintain a safe and effective physical environment in compliance with University policy.

**VII. REVIEW AND RESPONSIBILITY**

Responsible Party: Associate Vice President for Facilities/Construction Management

Review: Every three years on or before July 1

**VIII. APPROVAL**

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Jim McShan

Senior Vice Chancellor for Administration and Finance

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Renu Khator

President

Date of President's Approval: \_\_\_\_\_ December 20, 2016

**REVISION LOG**

<b>Revision Number</b>	<b>Approved Date</b>	<b>Description of Changes</b>
1	12/20/2016	Initial issue