

FUNCTIONS OF THE BUILDING COORDINATORS

Building Coordinators were first appointed in 1978 to give users of the University buildings a means by which to express their needs and concerns related to building operations and maintenance issues. From that time forward, the building coordinators have served as the liaison between facilities management, public safety and other University departments/offices when coordinating maintenance, repairs, and activities related to their building.

In performing the duties of the Building Coordinator, typical, but not inclusive, duties and responsibilities include:

- * Fielding all types of requests for maintenance and repairs from building occupants and reporting them to Facilities Management by accessing the Facilities Management website “Bronco Fix-It Program” at (www.fm.wmich.edu) or by calling 7-8514 for facility emergencies Monday – Friday, from 7 a.m. to 5 p.m. and 7-5555 after business hours.
- * Assisting in preparation and approval of building heating, ventilation and cooling schedules, custodial work schedules and other campus departments affecting building usage in order to accommodate specific needs for special programs and events.
- * Maintaining open communications with their assigned maintenance and building custodial supervisor regarding issues/concerns.
- * As needed, periodically scheduling time with Facilities Management, Public Safety, Custodial supervisors, Maintenance supervisors, safety inspectors, security and crime prevention coordinators to discuss specific problems or concerns.
- * Facilities Management and building coordinators work together to enforce that building projects normally performed by facilities management staff, and, when applicable, the collective bargaining unit, are performed according to University policies in conjunction with the collective bargaining agreement.
- * Working directly with Public Safety in matters of safety and security for their building.
- * The Building Coordinator is responsible for making sure that faculty/staff have appropriate access to their office and/or classrooms. In doing so, the Building Coordinator works with specific departments for processing key and core requests making sure that the users are given the appropriate tools needed to access their office/classrooms. The Building Coordinator is responsible for issuing and deleting access cards to make sure appropriate users have the access needed. **(After normal business hours, the users must have the key or access card/code with them**

to enter their space or contact the Public Safety dispatcher at 7-5555 to make alternate arrangements for access to their space.)

- * Assisting in preparation and approval of the building locking and unlocking schedule for daily operations, closure periods and special events. Building Coordinator communicates with Public Safety to ensure building security.
- * Establishing a notification procedure for building occupants regarding critical situations that could affect the health and safety of the building occupants. That would include such things as terrorist threats and/or severe weather conditions (Tornado Watch/Warning). During normal business hours, the Building Coordinator takes the necessary steps to notify departments/offices located within the building of such conditions and appropriate action to take.
- * Coordinating with Environmental Safety and Emergency Management fire evacuation and tornado drills.
- * Assisting Environmental Safety and Emergency Management, as needed, with remediating building safety violations.
- * Disseminating information to building occupants related to energy conservation initiatives/programs, recycling efforts, emergency preparedness and safety guidelines, routine building issues such as fire alarm testing, water shutdowns, elevator repairs, etc.
- * You are likely to be called on for emergencies in your building. Call 911 on a campus phone or 387-5555 on your cell phone to contact WMU Police for emergencies. Please familiarize yourself with the emergency policies (fire, tornado, bomb threats, etc.) at <http://www.obf.wmich.edu/safety>. Whenever possible, be part of the building's emergency preparedness volunteer team.
- * Building Coordinators are to notify the Office of the Associate Vice President Facilities Management in writing upon departure from their current position or the University to allow the AVP Facilities Management to appoint a new building coordinator for the building in a timely manner.
- * Building Coordinators are NOT responsible for space allocation within their building. The Building Coordinator may assist and/or participate in or provide input to space allocation decisions made by the University's Space Allocation Committee that meets on a monthly basis.

