

## Functions of the WMU Building Coordinators

Building Coordinators were first appointed in 1978 to give users of the University buildings a means to express their needs and concerns related to building operations and maintenance issues. Since then, 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:

- Directing requests for maintenance and repairs from building occupants to Facilities Management (FM) using the “Bronco Fix-It Program” at (<https://wmich.edu/facilities/fixit>). You may also contact FM by calling 7-8514 for facility emergencies Monday-Friday, from 7 a.m. to 5 p.m. during business hours or after hours/weekends by using the same phone number and providing information to the answering service.
- Direct information to building occupants related to energy conservation initiatives/programs, recycling efforts, emergency preparedness, safety guidelines, routine building issues such as fire alarm testing, water shutdowns, elevator repairs, building renovations, etc.
- Act as a liaison between their building and the Department of Public Safety for safety and security matters.
- Assist in preparing and approving the building locking and unlocking schedule for daily operations, closure periods, and special events and swipe access for building occupants. The building coordinator communicates with the Department of Public Safety to ensure building safety.
- Building Coordinators are to notify the Office of the Associate Vice President of Facilities Management in writing upon departure from their current position or the University to allow the AVP of Facilities Management’s office to work with the senior administrator in the building to identify a new building coordinator for the building in a timely manner.