

## **Building Coordinator Program**

The wide range of University programs and activities often require the coordination of building operations by various departments. Building coordination is most efficiently accomplished through the assignment of Building Coordinators. The Building Coordinator program helps to facilitate communications, support facility minor capital planning and renewal, and represent user needs within UNM facilities. As a partner with Facilities Management (FM), the Building Coordinators and their alternates represent the users and occupants of their buildings and serve as a resource to FM on matters related to facilities. Building Coordinators help to enhance and improve facility services on campus through their commitment to UNM and to the stewardship of our facilities.

Every building on campus should have a Building Coordinator. A Building Coordinator is a University employee who has a defined role in building maintenance, campus emergency, disaster preparedness, and building security. The Building Coordinator serves as a point of contact with FM for matters related to the condition of a building and its environment, such as electrical, plumbing, elevator, HVAC, grounds and custodial maintenance. A Building Coordinator should have a broad understanding of the activities of the department(s) housed within the building, and be familiar with the building, occupants, special equipment, labs and research areas, as well as with building entrances, access controls, and door and key systems. It is recommended that the Building Coordinator be a full-time employee with more than six months experience in their position at the time of designation and be on duty during regular business hours. An alternate Building Coordinator will perform the duties in the absence of the primary Building Coordinator. It is essential that either the primary or alternate Building Coordinator be physically located in the designated building or department.

### **Responsibilities of the Building Coordinator**

1. Serve as a building contact between occupants, essential service providers and emergency responders if an emergency occurs during regular working hours.
2. Act as coordinator for building occupants in implementing building emergency response and evacuation plans.
3. Work as a building liaison to other campus departments and units that provide support, assistance and input to emergency preparedness planning.
4. Serve as the primary communication liaison between Institutional Support Services and building occupants.
5. Notify occupants of impending access interruptions to public areas or utilities in the building.
6. Be involved with renovation and construction work in the building that could affect occupants, energy conservation measures and other matters related to building operations.
7. Work directly with Safety and Risk Services (SRS) in matters of safety and the annual Fire Marshall inspection.
8. Work directly with the UNM Police Department in matters of safety and security in their building.
9. Work directly with Accessibility Services regarding ADA compliance issues in your building.
10. Periodically schedule time with FM to discuss specific problems or concerns within their assigned building.
11. Tour assigned buildings on a regular basis to help identify equipment and/or facilities problems and report issues like doors not closing or locking correctly, light bulbs not working, trash accumulation, pest issues, noxious odors, maintenance issues, water leaks or drainage concerns, etc.
12. Train an alternate to assume these duties when the primary coordinator is absent.
13. Attend the Building Coordinator meetings twice annually and provide regular feedback to assist FM in improving services and communications.