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UAF Building Coordinator Guide

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Building Coordinator Program Manager

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Building Coordinator Program Overview

The Building Coordinator program is designed to facilitate cooperative working relationships and communication between building users and Facilities Services, UAF Fire Department, EHSRM and Custodial in order to achieve more effective service levels. The program also strives to educate building users with regard to building systems and operations, responsible stewardship of campus facilities and safety preparedness.

Each major building on campus and at remote sites will have one designated and one back up building coordinator.

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Building Coordinator Program Manager Role

The Building Coordinator Program Manager provides a single point of contact and resource for Building Coordinators. This person will:

- Help to provide a deeper level of understanding of services and procedures provided by FS
- Provide tools to enable coordinators to be effective in their role as building coordinator
- Serve as a resource to assist with escalated/ongoing maintenance issues
- Host informational and feedback meetings with building coordinators to discuss information pertinent to campus facilities
- Ensure building coordinators are invited to pre-construction and renovation meetings that are relevant to their building or adjacent areas
- Disseminate routine and emergency information that may affect building occupants. This includes but is not limited to:
 - Outages
 - Maintenance or construction projects that may disrupt daily operating practices
 - Fire Inspection Report

Please note: This information may also come from the FS Customer Service Center

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Building Coordinator Role

- Serve as point of contact and as a resource and communicator with FS regarding building related matters
- Participate in user committee meetings for projects affecting the building and adjacent areas
- Represent the users and occupants of the building
 - Work closely with users to communicate needs, requests and recommendations to FS
- Serve as the focal point for all matters related to condition, utilization and work requests that are building related. These include items that are visible during the regular daily routine or items that are brought to the building coordinator's attention by building occupants. These can be items such as:
 - Mechanical repairs, burned out light bulbs, head bolt outages, toilet repairs, custodial issues, etc.
 - This does not include: individual department requests such as furniture moves, event set-ups, etc.
- Notify FS for daily urgent issues (not related to emergencies) via:
 - Electronic Work Order Form (EWORF) located at: <https://facilities.alaska.edu/ua/eworf/loginSSL.cfm>
 - Or by calling Customer Service at 474-7000
- Urgent issues can include but are not limited to:
 - Power outages
 - Flooding (inside or outside of a building)
 - Slick roads or walkways

In the event of a fire, medical emergency, or other imminent hazard to personnel (e.g. propane leak) dial 911 immediately

- Ensure that communications from FS regarding closures, construction, building maintenance and operations, and outages are disseminated to building users via email and/or posting notices

- Serve as a resource to notify building occupants and users during emergency situations
- Report unsafe building conditions to Environmental, Health, Safety and Risk Management using the Origami Incident Reporting system at <http://www.uaf.edu/safety/>

Note: For emergencies or other issues of an urgent nature, dial 911

- Contact Facilities Services at 474-7000 for conditions such as snow/ice removal/control
- Partner with UAF Office of Emergency Management to maintain the Emergency Action Plan (EAP) for the building with current contact and building information. Please contact the [UAF OEM](#) for assistance with your EAP 474-5284.
- Distribute annual Fire Inspection Reports to responsible parties within the building. As a building coordinator, you will be invited to participate in fire inspections but your participation is not compulsory
- Notify FS Customer Service by phone at 474-7000 or email if you will be out of the office for an extended period of time
- Provide FS Customer Service with backup coordinator during times when coordinator is out of office

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Environmental, Health, Safety and Risk Management (EHSRM) Role

- Serve as main contact for health and safety related concerns in the building
- Participate in pre-construction and renovation meetings where health or safety concerns are likely
- Participate in informational and feedback meetings with building coordinators

EHSRM Contacts

Safety Officer

Bethany Graves

bjgraves@alaska.edu | 907-474-5476

Industrial Hygienist

Emily Reiter

e.reiter@alaska.edu | 907-474-6771

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Public Information Officers

The **Public Information Officers Consortium (PIOC)** includes all UAF public information officers. Building coordinators are encouraged to contact their department PIO for assistance with communications.

Additional contacts

UAF University Relations

Institutional Events Manager

Kara Nash

knash5@alaska.edu | (907) 474-6726

UAF University Relations Senior PIO

Marmian Grimes

mlgrimes@alaska.edu | (907) 474-7902

Resources

Equipment Purchase Requests:

Information can be found at:

<http://www.uaf.edu/files/fs/equipmentacquisitionchecklist.pdf>

Key Issue:

The Key Issue office is open Monday – Friday 8:00 am – 5:00 pm.

Key Issue Forms:

<https://facilities.alaska.edu/uaf/fsweb/keyrequest.cfm>

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FAQs

Who locks and unlocks the building?

UAF Community Services Officers are currently locking up the buildings. The janitorial staff unlocks exterior doors during the week; CSO's unlocks exterior doors on the weekend. Janitorial unlocks classrooms as per the 25LIVE schedule.

For events outside of regular hours, please follow the guidelines set forth in the Event Scheduling Policies regarding unlocking and locking of doors. The UAF Events Request Form is located at:

<http://facilities.alaska.edu/uaf/events/eventform.cfm>

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What is a maintenance emergency?

In the event of a fire, medical emergency, or other imminent hazard to personnel (e.g. propane leak) dial 911 immediately

Facilities Services defines a maintenance emergency as any situation that will result in a threat to life, safety, health, facilities or utilities if not responded to immediately or any situation that will result in the cancellation of classes or events if not responded to immediately. For example, a broken water pipe flooding the building would qualify as a maintenance emergency.

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What is a Fac Mod?

Facility Modifications (Fac Mod) are requests to change the building structure or usage, including electrical changes. The Fac Mod process may include interaction with other departments, including the fire marshal, for issues such as building codes, heat load, cooling requirements, and fire codes. Once complete, the requestor will be supplied with a cost estimate. The users or occupants of the specific space must submit a work request and select the proper coding for a Facilities Modification to ensure the request is designated as such. For more information contact call 474-7000. To view the FAC-MOD Flow Chart, visit

<http://www.uaf.edu/files/fs/Fac-Mod-Flow-Plan-01.11.10.pdf>

Requests for Fac Mods received late into the fiscal year may not be possible to complete prior to the end of the fiscal year.

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What are the different types of Maintenance?

Annual Stewardship

The annual maintenance needed to ensure building systems properly perform through their useful life. These are the “Keep-Up Costs”. Preventive maintenance, and reactive repairs such as fixing a toilet and repairing a broken door are examples of general maintenance and repair. At UA, this maintenance is funded in the operating budget.

Asset Reinvestment

The replacement of equipment, systems, and materials when they reach the end of their useful life. This is the maintenance needed to keep a facility working correctly and ensure it is up to date. These are the “Catch-Up Costs”. At UA, the smaller Asset Reinvestments are funded in the operating budget, and the larger projects are funded in the capital budget.

Deferred Maintenance

Annual Stewardship maintenance not completed during the fiscal year and Asset Reinvestment maintenance not completed when needed, become Deferred Maintenance.

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What are Maintenance & Operations Costs (M&O)?

Maintenance & Operations Costs (M&O)

M&O costs are budgeted expenses for all activities necessary for the routine day-to-day use, support, and maintenance of a building or physical asset. Costs incurred for necessary maintenance, repair, or upkeep of buildings and equipment which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition. Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life shall be treated as capital expenditures. M&O costs include such things as routine maintenance, minor repairs, preventative maintenance, custodial services, pest control, snow removal, and grounds. Repairs to facilities that address normal wear and tear on building structure and equipment are routine repairs. For example, repair of dripping faucets, replacement of broken windows or door and lock repairs qualify as routine.

Facilities Services processes and completes each customers routine repair request as rapidly as possible:

- When you submit your request through the EWORF (Electronic Work Order System) or call the Customer Services Center, your request is logged into our Work order system.
- Facilities Services handles customer requests on a first-come, first-served basis, except in the case of emergencies.
- If the repair might be disruptive to building occupants or visitors, Facilities Services staff will call the customer and/or the building coordinator and coordinate schedules to minimize any inconvenience.

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What is Preventive Maintenance (PM)?

Preventive Maintenance

To reduce frequency of equipment breakdown, Facilities Services conducts scheduled preventive maintenance on fixed equipment located throughout campus. These preventive measures include inspection, lubrications, cleaning and filter and belt changes. We perform the work according to the manufacturers recommended maintenance procedures and typically the work does not require a customer request. Preventive maintenance programs reduce reactive maintenance needs.

Facilities Services provides preventive maintenance services on non-general equipment on a billable basis at the customer's expense, most usually environmental chambers and freezers.

Environmental chambers/freezer users (corded, portable) are provided one free PM visit per year provided their information remains current and they comply with the requirements of the PM program. See this document: <http://www.uaf.edu/files/fs/ChamberDataForm.pdf>

To PM request these services, please contact Eddy Hix at 907-474-5103 or email at: erhix@alaska.edu.

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Who pays for what?

Building Systems

Work performed on an existing building system is considered building maintenance and is not billed to the department. Facilities Services repairs and replaces equipment for building systems operating in the buildings. Facilities employees determine the need for repair of public spaces such as lobbies, corridors, classrooms, as well as the repairs to roofs, windows and doors.

Departmental Equipment

Enhancements, renovations, repairs to furniture, event set-up, combination locks, and numerous others requests are billable, requiring a departmental account.

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What happens with Property Damage or Loss?

University Owned buildings and permanent structures are covered by insurance with no department deductible. The contents of a building that qualify as property owned by the university have a \$1,000 department deductible. Certain property (scientific equipment, drones, art work, etc.) must be added to an insurance policy before coverage is provided. For additional information see http://www.alaska.edu/risksafety/b_insurance/

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