University Policies and Procedures

06-13.00 – UNIVERSITY BUILDING COORDINATORS

I. Policy Statement: Towson University (“University”) maintains a building coordinator system for all buildings on the University’s campus. A building coordinator is appointed to each building and is responsible for various administrative, maintenance, and safety procedures as set forth in the University Building Coordinator Manual located on Towson University’s Facilities Management web site.

II. Reason for Policy: The building coordinator system provides an official means of direction, coordination and communication between University services, support units, and occupants and users of campus buildings.

III. Definitions:

Building Coordinator: Building coordinators are University employees who are assigned to a specific campus building and have defined roles in that building’s security, access, use, safety and maintenance, as well as emergency, disaster, and crisis management planning and response efforts.

IV. Responsible Executive and Office:

Responsible Executive: Vice President for Administration & Finance and Chief Fiscal Officer

Responsible Office: Administration and Finance

V. Entities Affected by this Policy: All divisions, colleges, departments and operating units.

VI. Procedures:

A. Selection of Building Coordinators

1. Building Coordinators will be selected and appointed based on the principal use of the facility. Building Coordinators must be full-time professional or administrative staff members of the University.
a. The Provost will select a dean, director, or department chair to be the Building Coordinator for each facility primarily used for instructional purposes.

b. The Vice President for Administration and Finance will select an administrator or departmental director to be the Building Coordinator for each facility primarily used for administrative or support purposes.

c. The Vice President for Student Affairs will select an administrator or departmental director to be the Building Coordinator for the counseling center, the health center, and all residence halls.

2. The vice presidents will be responsible for:

   a. exercising managerial oversight of individuals designated as Building Coordinators to assure that appointed personnel follow the intent and specifications of this policy;
   b. providing and consulting the Associate Vice President for Facilities Management and the Chief of Police information regarding the appointment of, and changes to, Building Coordinator assignments and contact information;
   c. ensuring procedures are in place to inform building occupants of who is, and how to contact, their building manager.

B. Building Coordinator Primary Duties

1. Primary duties of Building Coordinators include, but are not limited to:

   a. facilitating, in collaboration with campus police and building tenants, the implementation and awareness of the occupant emergency plan;
   b. coordinating the reporting of facility maintenance problems that cannot be taken care of by regular building custodial or maintenance staff to the Facilities Management Work Control Center using the work order process;
   c. reporting conditions that affect disabled individuals to Facilities Management Work Control for assistance in resolving the issues;
   d. notifying occupants of impending access interruptions to public areas or utilities in their buildings;
   e. coordinating occupants’ uses and maintenance of public areas within the buildings;
   f. coordinating key and access permissions in very close collaboration with building tenants and users by:
i. issuing, in consultation with campus police and respective department chairs and directors, restricted access authorizations, and ensuring the involved persons have mechanical or electronic keys necessary for ingress and egress;

ii. reviewing and, in consultation with Event and Conference Services and the Room Reservations Office of Enrollment Services, approving as appropriate, uses of their facilities.

2. Procedures associated with the primary duties of the Building Coordinators are detailed in the University Building Coordinator Manual, which is located on the Towson University Facilities Management web site.

3. Building Coordinators may delegate duties to an administrative assistant or other support staff but shall retain accountability for the responsibilities outlined herein.

4. Facilities Management, University Police and Environmental Health and Safety will work in close collaboration with Building Coordinators to inform them in advance of all planned, major activities that might affect building usages or the buildings’ occupants, so notice can be provided to building occupants.

Related Policies:

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Approved by: President’s Council 1/30/2008