

**Title/Topic:** Building Coordinator  
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**Monitoring Unit:**  
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## **BUILDING COORDINATOR**

### **PURPOSE**

To set forth duties and responsibilities of Building Coordinators.

### **DEFINITION**

The Building Coordinator is an appointed person in a building or building group responsible for coordinating maintenance requests and activities within that building or building group. In an emergency situation, (fire, gas leak, utility outage, etc.), the Building Coordinator will be the single point of contact between Facility Services and the building or building group.

### **GENERAL POLICY**

Building Coordinators are appointed for terms of at least one year by the Vice President, Dean, Executive Director or most senior academic or administrative officer domiciled in a building or building group. The Chief Facility Officer, specifically the Associate Vice President for Facility & Property Oversight, is responsible for maintaining the list of Coordinators. Memos of appointment should be directed to this Office. Building Coordinators are responsible for coordinating maintenance requests and activities within the building, including, but not necessarily limited to, the following:

1. **Building Security.** Coordination of key and card access to building. Maintain a record of all building keys issued, both entrance and room keys, review and approve requests for issuance of keys, obtain return of keys in the possession of persons no longer authorized for them, report violations of building security to the LSU Police Department or the Office of Facility & Property Oversight, as appropriate.
2. Serves as primary contact person in dissemination of information to all building occupants regarding utility shut downs, project coordination, fire drills and other emergency situations.
3. Report missing or expended fire extinguishers and non-functioning or malfunctioning fume hoods and fire alarms to Facility Services Work Control.

4. Collect all requests for repairs, maintenance and bulb or ballast replacement of building lighting and submit to Facility Services Work Control.
5. Report all plumbing, air conditioning, heating and electrical problems to Facility Services Work Control. This includes any changes in the scheduling of air conditioning or heating for offices and classrooms.
6. Report any changes in dates and times for locking or unlocking classrooms or buildings to Facility Services Work Control.
7. Report all malfunctioning clocks to Facility Services Work Control.
8. Report any damaged desks, chairs, lecterns or other furniture that requires repair or replacement to Facility Services Work Control.
9. Forward requests for floor cleaning and waxing, carpet shampooing and painting of offices to Facility Services Work Control.
10. Report all landscape maintenance problems, including drainage problems or grounds upkeep, to Facility Services Work Control.
11. Report building maintenance requirements in building public areas to Facility Services Work Control.
12. Coordinate use of hallways and storage areas so that these are kept in compliance with fire regulations; report needed maintenance concerning fire regulations to Facility Services Work Control.
13. Report building safety hazards to Facility Services Work Control. Examples include portable space heaters, candles and other items that are deemed hazardous by the State Fire Marshal.
14. Report building custodial problems such as trash removal, building cleanliness and custodial service to Facility Services Work Control.
15. Attend a yearly Building Coordinator meeting.
16. Assign an alternate to take the Building Coordinator position in the absence of the Building Coordinator.
17. Notify Facility Services of any changes in the Building Coordinator position. (Name, Room Number, Telephone Number)
18. Report problems with food vending equipment to LSU Union Vending.

19. Conduct quarterly safety inspection of building in accordance with the checklist and instructions from the Office of Environmental Health & Safety. Completed inspections are forwarded to EHS for assistance in correcting deficiencies and record keeping purposes.

20. Building Coordinator List will be maintained on the Facility & Property Oversight web site.

21. To make changes, additions or request copies of the list, contact Facility & Property Oversight at 388-6968.