
BUILDING COORDINATOR POLICY

PURPOSE: This policy was created to establish a process for identifying a Building Coordinator for each campus building and to define the Coordinator's responsibilities.

I. Policy Statement

The Vice President for Finance and Administration or designee shall identify an administrator in each campus building who represents the majority of the building's occupants. The administrator shall then designate an individual (and alternate) to serve as *Building Coordinator*. Lists of administrators and *Building Coordinators* shall be maintained by the Campus Environmental Health and Safety office staff, who shall also arrange for distribution of the lists and training of the *Coordinators*.

II. Responsibility

The *Building Coordinators* shall have the following responsibilities:

A. Communication

The *Coordinator* will be responsible for facilitating communication between building occupants and appropriate campus support units. The *Building Coordinator* shall thus be the liaison or point of contact to gather facts, receive complaints or concerns, and disseminate information for students, faculty, staff, and visitors who are affected by conditions in the building. This information may relate to changes in building conditions; construction or renovation projects; heating, cooling and ventilation problems; utility service interruptions; fire alarm system maintenance and testing; indoor air quality; and other environmental health and safety concerns.

B. Door Security

Under the direction of the building's administrative or departmental management, the *Coordinator* shall determine normal opening/closing hours for the building's exterior doors and all internal doors to offices, classrooms, and laboratories. The *Building Coordinator* shall be the liaison between the building's occupants and Custodial Services and University Security and assist these units to ensure exterior and interior door security.

C. Emergency Procedures

The *Coordinator* shall assist the Environmental Health and Safety office to develop and maintain Emergency Action and Evacuation Procedures for the building, coordinate their dissemination, and schedule evacuation drills within the facility (refer to [BSU Policy 9220](#)). In particular, when a building alarm sounds or an evacuation is ordered, the *Building Coordinator* shall:

1. ensure, to the extent practicable, that building emergency action and safe exiting procedures are followed,

2. direct evacuated building occupants to gather at designated outside Safe Assembly Locations,
3. report to campus and community emergency personnel, immediately upon their arrival, the exact location of any persons who may be waiting in the building's Rescue Areas and all other details of the emergency situation known.