

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**41.99.99.P0.01 Building Coordination Team**

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to address the designation and responsibilities of the Building Coordination Team to oversee operations of Prairie View A&M University (PVAMU) buildings. The Building Coordination Team may include at a minimum a Building Coordinator and a secondary Building Coordinator Designee. Larger facilities may include Area Coordinator(s), Space Representative(s), and Department Communication Liaison(s).

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**Definitions**

**Area Coordinator** – An individual identified to assist the Building Coordinator with specific floors or wings of a facility. This individual has key responsibilities assisting in the emergency evacuation planning with the FM, RMS and UPD.

**Building Coordination Team** – University employees who have defined roles in space management stewardship and campus emergency/disaster preparedness. They serve as important liaisons between the occupants of their building and various campus service and support units.

**Building Coordinator and Designee** – University employee who acts as the representative single point of contact for the building. This individual has a secondary designee who can act in their absence. On small facilities, the Building Coordinator may perform all responsibilities identified in this UAP. In larger facilities, the Building Coordinator may identify additional Coordination Team members to assist with the stewardship of the facility.

**Department Communication Liaison** – Each department within a facility shall have a single point of contact who communicates building announcements to their department. This individual may have Space Utilization reporting responsibilities (See Space Representative).

**Space Representative** – An employee identified by the Building Coordinator or a college/department who assists Office of Campus Planning and Space Management (OCPSM) with space utilization reporting. This individual should be knowledgeable of how spaces are used, which departments and academic programs use the spaces, and research activities if applicable.

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**Official Procedures and Responsibilities**

**1. GENERAL**

- 1.1 Prairie View A&M University is committed to ensuring a safe and effective physical

environment in support of students, faculty, staff, and visitors. The Building Coordination Team are university employees who have defined roles in space management stewardship and campus emergency/disaster preparedness. They serve as important liaisons between the occupants of their building and various campus service and support units, including the Office of Risk Management and Safety (RMS), the Fire Marshal (FM), the University Police Department (UPD), contracted facilities services provider (SSC), and the Office of Campus Planning and Space Management (OCPSM). This UAP defines the Building Coordination Team roles and responsibilities and applies to all PVAMU buildings.

## **2. DELEGATION OF RESPONSIBILITY**

- 2.1 The Senior Vice President for Business Affairs (SVPBA) in collaboration with the other vice presidents will designate a single Building Coordinator for each building on the Prairie View A&M University campuses. Building Coordinators with multiple floors or buildings that cover a large area are encouraged to designate individuals in the facility who will serve as members of the Building Coordination Team. In the Building Coordinator's absence or unavailability, a Building Coordinator Designee is encouraged to be assigned. All members of the Building Coordination Team, including the alternate Building Coordinator, and any changes in designations should be reported to OCPSM in a timely manner. OCPSM is responsible for maintaining a current building coordinator assignment list for access by RMS, FM, UPD, SSC, and OCPSM personnel.
- 2.2 Designated building coordination team members shall:
  - 2.2.1 Be a full-time employee with more than six months experience in their current position at the time of designation.
  - 2.2.2 All duties identified in the UAP may include after hours and weekend calls, as necessary. Building coordinators and their designee must be available 24/7 for emergency communications. In the absence of the building coordinator due to official leave or other reasons, the building coordinator designee must be available.
  - 2.2.3 Serving in the role of a Building coordinator or as a member of the Building Coordination Team falls into the category of "other assigned duties" and does not result in any additional compensation.

## **3. BUILDING COORDINATOR RESPONSIBILITIES**

- 3.1 Act as authorized by this UAP with the concurrence and knowledge of the ranking administrator(s) on significant issues, and delegate or defer duties described in this UAP to other individuals within their facility as needed.
- 3.2 Under normal operating and emergency conditions, the Building Coordinator organizes communications between building occupants and OCPSM, RMS, FM, UPD, SSC, and other stakeholders with interests in facility related issues.
  - 3.2.1 Coordination and scheduling of outages and services will be handled by the Building coordinator to reduce down time and minimize disruption of work processes. SSC will work with the coordinator to ensure (s)he is informed of correct procedures for requesting needed services.

- 3.2.2 Notifying occupants by posting notices and/or by email of impending access interruption to public areas due to repairs, construction, or utility service interruptions in the building.
- 3.2.3 Supporting the protection of the physical and functional integrity of the building by identifying/reporting all unusual activities and major dysfunctional items within the building.
- 3.2.4 Coordinate space usage inventory with OCSPM unless the administrator(s) has designated another position to be responsible for this task. This includes Space Requests that add new space to the University inventory or that modify existing spaces.
- 3.2.5 Maintaining a master file and log of keys issued to university personnel upon request and approval by UPD and as returned by employees.
- 3.2.6 Serving as the primary building contact between building occupants, essential service providers, and emergency responders if an emergency occurs.
- 3.2.7 Acting as a coordinator for building occupants in implementing building emergency response and evacuation plans as prepared by UPD, FM, and RMS.
- 3.2.8 Coordinate common space usage (unless controlled by registrar) for events, including after-hours use. Events held on the exterior of the building must be scheduled following the protocols outlined in 41.01.01.P0.02 – Use of Facilities for Event Purposes.
- 3.3 Meetings and/or Trainings:
  - 3.3.1 Attending the quarterly scheduled Building Coordinator training or meeting organized by RMS, FM, UPD, and/or OCPSM.
  - 3.3.2 Conduct regular meetings with the Building Coordination Team, if applicable.
- 3.4 Coordination with Other Departments
  - 3.4.1 Knowledge of the various services provided by PVAMU departments to include UPD, RMS, OCPSM, and SSC.
  - 3.4.2 Knowledge of the university's Emergency Management Plan including the specific requirements relating to the role of the Building Coordinators within the Emergency Response Team.
  - 3.4.3 Building Coordinators will report all fires, suspicious activity, hazardous conditions and/or other emergencies to UPD.
  - 3.4.4 Building Coordinators will report potential safety hazards in buildings to RMS.
  - 3.4.5 Building Coordinators will work with the Building Coordination Team and building occupants to act on all Fire and Life Safety violations as well as items identified on Building Inspection Reports.-Fire Marshal and RMS will conduct regular inspections to identify Fire and Life Safety issues. These issues will be

provided to RMS, OCPSM, and Building Coordinators.

3.4.5.1 OCPSM will take the lead to initiate work orders to address all violations.

3.4.5.2 OCPSM in coordination with SSC shall communicate work/repair progress to the Building Coordination team in a timely manner in order to coordinate schedules if needed.

3.4.5.3 OCPSM will coordinate minor violations, in coordination with the Building Coordinator, directly with Building Occupants.

3.4.6 In the event that there is no Area Coordinator, Space Representative, or Department Communication Liaison, the Building Coordinator will be responsible for the duties listed in Section 4 of this UAP.

#### **4. OTHER RESPONSIBLE PARTIES**

##### **4.1 AREA COORDINATOR**

4.1.1 Building Coordinators of complex or multi-level facilities will identify Area Coordinators to address the specific area needs of facilities as assigned.

4.1.2 Area Coordinator responsibilities shall include:

4.1.2.1 Emergency evacuation planning for their respective floor area in coordination with the FM, RMS and UPD, and performing duties as assigned in the building emergency evacuation plan.

4.1.2.2 Communicating with department liaisons and the Building Coordinator.

##### **4.2 SPACE REPRESENTATIVE**

4.2.1 Building Coordinators may identify a Space Representative to work with departments, building occupants, and OCPSM to update space utilization reports.

4.2.2 Conduct a quarterly inventory assessment of space utilization for assigned and unassigned areas and submit to OCPSM for updating the Texas Higher Education Coordinating Board.

##### **4.3 DEPARTMENT COMMUNICATION LIAISON**

4.3.1 Where applicable, each department occupying space in a building shall appoint an individual to serve as a communication liaison between the department, the Area Coordinator, the Space Representative, and the Building Coordinator.

4.3.2 Department Communication Liaisons shall work with the Space Representative quarterly to update the inventory assessment of space utilization.

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#### **Related Statutes, Policies, Regulations and Rules**

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**Contact Office**

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Office for Campus Planning & Space Management	936-261-1750
University Police Department	936-261-1375

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