PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

41.99.99.P0.01 Senior Building Coordinators
Approved August 15, 2017
Revised August 08, 2019
Next Scheduled Review: August 2024

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to address the designation and responsibilities of the Senior Building Coordinators in overseeing the operations of Prairie View A&M University (PVAMU) buildings.

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 Senior Building Coordinator is a university employee who has a defined role in 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 University Police Department (UPD), contracted facilities services provider(s), and the Office of Campus Planning and Space Management. This UAP defines the Senior Building Coordinator's roles and responsibilities and applies to all PVAMU buildings.

2. ROLE OF THE SENIOR BUILDING COORDINATOR

    2.1 Overview

        2.1.1 Under operating and emergency conditions, Senior Building Coordinators assist the Office of Campus Planning and Space Management, RMS, and UPD by:

            2.1.1.1 Serving as building contact between occupants and users, essential service providers, and emergency responders if an emergency occurs.

            2.1.1.2 Acting as a coordinator for building occupants in implementing building emergency response and evacuation plans.

            2.1.1.3 Working as building liaison to other campus departments and units that provide support, assistance, and input to emergency preparedness planning.
2.1.1.4 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.

2.1.1.5 Attending the quarterly scheduled Senior Building Coordinator’s meetings.

2.1.1.6 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.

2.1.1.7 Conducting a quarterly inventory assessment of space utilization for academic, instruction, and unassigned areas and submit to the office of Campus Planning and Space Management for updating to the Texas Higher Education Coordinating Board (THECB).

2.1.1.8 Maintaining a master file of keys issued to university personnel upon request and approval.

2.1.1.9 Maintaining a log of all keys assigned to employees and returned.

2.2 Appointment

2.2.1 Senior administration appoints the Senior Building Coordinators. Serving in the role of a Senior Building Coordinator falls within other assigned duties and does not result in any additional compensation. To be eligible to be considered a Senior Building Coordinator, the individual(s) must:

2.2.1.1 Be a full-time administrative staff employee with more than six months experience in their current position at the time of designation.

2.2.1.2 Be an occupant within their designated building.

2.2.2 All Senior Building Coordinators must appoint a designee that can act on their behalf in times of absence or inaccessibility.

2.2.3 All Senior Building Coordinators must appoint a Space Representative to be responsible for completing the quarterly Space Inventory Survey.

2.3 Knowledge, Skills and Abilities

2.3.1 Senior Building Coordinators and Space Representatives must possess the following knowledge, skills and abilities in order to fulfill these roles:

2.3.1.1 Familiarity with building entrances, access controls, doors, key systems, occupants, special department equipment, labs and research areas.
2.3.1.2 Knowledge of the university’s Emergency Management Plan including the specific requirements relating to the role of the Senior Building Coordinators within the Emergency Response Team.

2.3.1.3 Knowledge of the various services provided by PVAMU departments to include UPD, RMS, the Office of Campus Planning and Space Management, and Contracted Facilities Services Provider.

2.4 Key Control

2.4.1 Key control will be handled in accordance with UAP 33.04.99.P0.01 Key Control.

2.5 Coordination with Other Departments

2.5.1 Senior Building Coordinators will report all fires, suspicious activity, hazardous conditions and/or other emergencies to UPD.

2.5.2 Senior Building Coordinators will report potential safety hazards in buildings to RMS.

2.5.3 Senior Building Coordinators will work with the building occupants to take action on all Fire and Life Safety violations as well as items identified on Building Inspection Reports.

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Contact Office

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