

POLICY STATEMENT 49 BUILDING COORDINATOR

POLICY DIGEST

Monitoring Unit: Facility & Property Oversight
Initially Issued: April 7, 2022

PURPOSE

A

To set forth duties and responsibilities of Building Coordinators.

II. 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 p

Work Control. This includes any changes in the scheduling of air conditioning or heating for offices and classrooms.

- F. Report any changes in dates and times for locking or unlocking classrooms or buildings to Facility Services Work Control.