

# Augusta University

## Policy Library

### Building Coordinator Policy

**Policy Owner: Facilities Management**

#### **POLICY STATEMENT**

Each building owned and operated by Augusta University shall have a Building Coordinator. The Building Coordinator shall be selected by consultation between the Director of Facilities Operations and the Colleges/Divisions that occupy the building.

The reason for this policy is to establish the responsibilities and authority of individuals selected to coordinate changes in the structure or operation of Augusta University buildings. The Building Coordinator is responsible for all building activity, such as renovations, locks and keys, maintenance, etc. A listing of building coordinators for the AU Health Sciences and Summerville campus buildings can be found at: <http://www.gru.edu/facilities/bcoord.php>.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

A Building Coordinator is the liaison between the building occupants and Augusta University service division.

#### **PROCESS & PROCEDURES**

The Facilities Operations Department is responsible for maintaining a current listing of the Building Coordinators for Augusta University campus buildings.

#### **Director's Office – Facilities Operations**

- Prepare and maintain a list of appropriate Building Coordinators by consulting with building occupants.
- Distribute list of building coordinators to appropriate areas, i.e. Lock Shop, Public Safety, etc.

#### **Building Coordinator**

- Advise building occupants if a new Building Coordinator is selected.
- Coordinate activities and disseminate, to building occupants, information pertaining to renovations, maintenance, utility cutoffs, and policies that affect the use, appearance, or

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 619

**Policy Sponsor:** Type the title of the Executive Leader of the department.

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environment of the building. Maintain signage standards established by Facilities Planning, Design & Construction.

- Oversee issuance of keys to ensure proper control and the continuity of building security.
- Make sure passageways by all entrances and exits are open and not blocked.
- Identify maintenance issues and submit a work order to Facilities Operations when necessary. To submit work orders for the Health Sciences campus and Summerville campus, call 706-721- 2434 or submit Maintenance Request Form <http://www.gru.edu/facilities/mrqfrm.php>.
- Coordinate utility cutoffs and shutdown requests.
- Coordinate building insect control by submitting a Maintenance Request Form or consulting with Environmental Services.
- Coordinate any other building activities needing inter-building coordination or building control.

#### **REFERENCES & SUPPORTING DOCUMENTS**

- Maintenance Request Form: <http://www.gru.edu/facilities/mrqfrm.php>

#### **RELATED POLICIES**

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#### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/20/2017