

SUBJECT: Building Coordinators	Effective Date: 12-17-08	Policy Number: 3-101	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Vice President for Administration and Finance		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all auxiliary, E&G, CITF, and DSO buildings on the University of Central Florida campuses.

POLICY STATEMENT:

Each university building shall have a designated building coordinator who facilitates communications with building occupants and campus administrative offices regarding general building issues.

PROCEDURES:

A. Appointments

The building coordinator will be appointed by the highest ranking official or designee at the divisional level. For example, the building coordinator for the Chemistry Building would be appointed by the dean of the College of Sciences or the dean's designee.

Similarly, a building coordinator for a building occupied by multiple units will be appointed jointly by the highest ranking officials or designees for those units. When there is an inability to agree, this policy's responsible authority will make the appointment.

B. Essential Functions

At times, the university needs a central contact person in each of the university's buildings who communicates information about special circumstances that may affect the building occupants to building departmental contacts, relays common area building maintenance issues to the Physical Plant work order control center, or reports safety concerns.

C. Oversight of Master List of Building Coordinators

Division Officials shall report their building coordinator appointments to the Physical Plant, Campus Police, and the office of the Vice President for Administration and Finance. Each of these offices will keep a paper copy and provide the current master list online.

RELATED INFORMATION:

Building Coordinators Master List: <http://www.pp.ucf.edu/BuildingManagers/bldg.html>

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-101	
Initiating Authority: <u><i>Will Tomer</i></u>	Date: <u>2/26/09</u>
Policies and Procedures Review Committee Chair: <u><i>Julian</i></u>	Date: <u>2-26-09</u>
President or Designee: <u><i>John C. Hill</i></u>	Date: <u>2/27/09</u>