

Policy Number: 137

BUILDING COORDINATORS

The purpose of the Building Coordinator is to provide an official means of communication between support units and occupants of campus buildings. The Vice President for Business Affairs or designee shall identify a responsible administrator (dean/director level or higher) in each campus building who represents the majority of the building's occupants. The responsible administrator shall designate an individual to serve as Building Coordinator until the administrator deems it necessary to appoint a replacement.

The Building Coordinator receives and transmits information between building occupants and appropriate support units. The Building Coordinator gathers facts and disseminates information concerning the building he or she represents for students, the public, faculty, and staff who are affected by conditions that may arise. This information may include changes in regular building conditions, such as utility service interruptions, construction/renovations projects, fire safety, weather conditions updates and other environmental concerns.

Approved:
President
January 8, 1997

Monitor: Vice President for Business Affairs