

Building Manager Discussion List

	Duty/Task	Currently Done by	Bldg Mgr	Notes
1	Contact for building level projects (e.g. custodial pms or construction projects).	Whole bunch o' folks.	X	Coordinates and keeps building occupants abreast of upcoming and current projects. Reports back results of completed projects.
2	Problem resolution	Whole bunch o' folks.	X	Primary contact to report back how an issue was addressed, help set priorities, moderate if there are conflicting requests.
3	Quality Assurance	Varies by district	X	Partner w FM to review space from bldg occupant perspective, walk space and compare to SLAs.
4	Event Coordination	Varies by district	X	Ensure all bldg occupants are aware of what is planned for the space, work w FM to secure necessary support services.
5	Order and issue all department keys.	DAC		
6	Submit all card access requests and clearance levels.	DAC		
7	Maintains accurate records of all access control activities.	DAC		
8	Authorize after hours locksmith and access control services.	DAC		
9	Recover University keys from personnel who are terminated or transferred to another department.	DAC		
10	Return unassigned keys in a timely and secure manner to Central Security.	DAC		
11	Report changes in their or other Access Coordinators' status.	DAC		
12	Report lost and stolen keys to Central Security.	DAC		

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13	Responsible for spaces within a single department	DSC		Departmental Space Coordinator (DSC) - This role initiates a change request by submitting updates for allocations that are within his department. This role can query all space data but can only update rooms that are assigned to her/his department
14	Verify use of space by physically walking it	DSC	X	Do this in addition to the DSC
15	Update and maintain space data that are assigned to her/his department.	DSC		
16	Approve, deny, or edit change requests from Departmental Space Coordinators	ASC		Authorizing Space Coordinator (ASC) - This role can query all space data but can only update information for departments within her College or Administrative purview.
17	Consider financial and programmatic implications of gaining or releasing space	ASC		
18	Approve, deny, or edit change requests from Authorizing Space Coordinators	SSC		Site Space Coordinator (SSC) - This role can query all space data but has a greater sphere of oversight than the ASC. This level approves all updates within a campus, such as Duluth, or when several Colleges fall within a larger organizational structure, such as the Academic Health Center.
19	Consider financial and programmatic implications of gaining or releasing space	SSC		
20	Approve, deny, or edit updates, once all validations and lower level approvals from Authorizing Space Coordinators or Site Space Coordinators are completed	OSM		OSM Administrator (OSM) - This role is the final approver in the space update approval process. The administrator has access to update all editable fields in the system.

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21	Investigate any questionable or disputed space claims	OSM	X	Work with OSM to resolve disputes.
22	One individual per building to be responsible for gathering and centralizing any changes and submitting them on behalf of the building.	Sign Captain	X	R&R funding makes it possible to update building directory inserts twice per fiscal year. Bldg Mgr would replace the sign captain.
23	Maintain current employee list, ensure employees leave the building or shelter in place, assist or direct employees to safe rooms or down stairs, check off accounted-for employees on list and collect info on missing employees	BSC-Work area reps		Building Safety Committee - this team helps create the Building Emergency Plan, update it annually and identifies and recommends who should fill the roles listed below to implement the plan.
24	Monitor hallways on assigned floor and ensure employees are moving to exits, check restrooms, make sure fire doors and exits are closed and not blocked open, assist or direct employees to safe rooms or down stairs and prevent re-entry into building.	BSC- Floor monitors		

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25	Collect information on building occupants known or suspected to still be in building from Floor Monitors and Work Area Reps, meet emergency responders at building entrance and report information on occupants needing assistance or others still in building to On-Scene Commander.	BSC-Emergency Coor.		
26	Coordinate and organize each building's emergency plan. Recruit & maintain contact info for BSC.		X	Act as focal point with Dept. of Emergency Mgmt. to ensure each building has an updated Emergency plan and the volunteers to put into practice.
27	Faculty or staff who receive and disseminate targeted facility related information (e.g. elevator repair notices) to building occupants. Building contacts often also serve on either building or district customer advisory groups and typically represent a specific department or program.	Building Contact		
28	Coordinate and maintain contact list of buildings contacts, make sure each dept. has representative for customer advisory group.		X	Again play a role of helping resolve any conflicting requests, make sure everyone is represented, maintains updated contact info.

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