



# Building Coordinator Manual

August 1, 2018

## **WELCOME!**

Thank you for serving as an Austin Peay State University Building Coordinator. This role is vital in helping us meet your building and safety needs. The Building Coordinator Program is designed to facilitate communications, support facility capital planning and represent user needs within university buildings. You are the point of contact for custodial and maintenance services, energy management, heating and cooling, fire and environmental safety, building security, construction planning and project management activities within your facility. Within Finance and Administration, many of these services are provided directly by Physical Plant, University Design and Construction, and Public Safety (APSU Police).

Building Coordinators and their alternates are appointed by the Director of Public Safety/Chief of Police and will be called upon to help assist in resolving building issues and after-hours building-related emergencies. As we all work together on behalf of the students, faculty and staff at Austin Peay, you will have many opportunities to provide feedback regarding our efforts supporting you in this newly designated role. We look forward to working with you as we continuously improve our services and thank you for your commitment in this critical role. If you have any questions or concerns, please feel free to contact Mr. Sandy Pearson, Public Safety Technical Clerk and Building Coordinator Program Manager at 931-221-7786 or by email at [pearsons@apsu.edu](mailto:pearsons@apsu.edu) or [apsupolice@apsu.edu](mailto:apsupolice@apsu.edu).

Once again, thank you in advance for your support and commitment to APSU.

Michael J. Kasitz  
Director of Public Safety/Chief of Police

## **Managing Public Areas**

Public areas include lobbies, bathrooms, elevators and hallways that are publicly accessible when the building is open. Building coordinators should ensure that events and displays in these areas are appropriate and do not impede or obstruct the normal functions and accessibility of the building. For instance, offensive or outdated material should be removed from these areas, as should overt advertisements for off-campus goods and services. Coordinators should use their best judgment to determine what is appropriate.

## **Building Access**

Building coordinators set the building hours for their facilities. Coordinators should work with the Public Safety (APSU Police) regarding specific access requests outside of regular building hours, based on building functions and occupant needs. Access problems, such as broken locks or card readers, should be reported to Physical Plant. The coordinator also approves key requests for building occupants. The process for key requests begins with a request for a key from Physical Plant

## **Maintenance & Accessibility**

Building coordinators should keep an eye out for maintenance in public areas and report them via the online work request system. Coordinators can direct occupants to submit their own work requests via the system.

Accessibility issues such as broken elevators, blocked doorways, broken power door operators and broken handicapped-accessible toilet stalls should be reported immediately by calling Physical Plant. Special notice should be given if a planned access disruption will affect building accessibility for disabled persons. If possible, building coordinators should ensure alternate access for disabled persons during all access interruptions.

Emergency requests such as floods, safety issues, persons trapped in elevators, etc. should be reported immediately by calling Physical Plant or the APSU Police.

## **Emergency Preparedness**

Building Coordinators should work closely with Public Safety (APSU Police) and building occupants to develop and implement the Building Emergency Action Plan (BEAP) and serve as an information resource in the instance of emergency.

The BEAP guides occupants to respond appropriately in emergency situations; Public Safety will consult with building coordinators and building occupants to update it on an annual basis. As part of that process, building coordinators may need to solicit feedback from occupants. Building coordinators should keep hard copies of the BEAP available for review.

## **Communicating with Building Occupants**

Building coordinators can easily send emails to all occupants within their building via their building distribution list within Outlook. Flyers on building entrances or lobby bulletin boards are also an effective way to communicate with occupants.

## **Lost and Found**

Building coordinators should designate a person in their building responsible for handling lost and found items. When items in a building are found, this designee should contact APSU Police to retrieve the item(s) for safe-keeping.

## **Alternates and Delegation of Tasks**

Each building coordinator will have at least one alternate coordinator to oversee general duties in his or her absence. They may also delegate some tasks to an assistant, including reporting maintenance or accessibility problems, communicating with building occupants and coordinating key distribution.