

Program Subject: University Building Coordinators

1. INTRODUCTION

- 1.1 The University of Wisconsin - Eau Claire maintains a building coordinator system for all buildings on the University's campus. A building coordinator is appointed to each building and is responsible for various administrative, maintenance, and safety procedures as set forth in the University Building Coordinator.

2. SCOPE

- 2.1 Building coordinators serve as important liaisons between the occupants of their building and various campus service and support units, including the Office of RMSS, Campus Police, and Facility Services. [Building Coordinators](#) (BC) are the first contact for the building occupants for maintenance concerns as well as the contact in the event of an emergency.

3. RESPONSIBILITIES

3.1 Building Coordinator (BC)

Building coordinators will play a lead role in assisting in emergency preparedness and response for individual buildings. **See Appendix C. Campus Building Coordinators.**

- 3.1.1 Serve as building contact between occupants and users, essential service providers and emergency responders if an emergency occurs.
- 3.1.2 Serve as a resource for building occupants to keep them aware of conditions that affect their environment.
- 3.1.3 Each BC should evaluate their specific building needs and communicate any additional equipment for their building safety, as necessary.
- 3.1.4 Assist in making sure emergency exits, evacuation routes, and emergency equipment are not obstructed and clearly designated. It is a recommendation to inspect once per semester. **See Appendix A. Safety Inspection Checklist.**
- 3.1.5 Notify building occupants of routine building issues, such as fire alarm testing, water and electrical shutdowns, elevator repairs, as well as energy conservation initiatives, waste and recycling efforts, and emergency preparedness and safety guidelines in a timely manner.

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4. COORDINATION WITH OTHER DEPARTMENTS

A key role of a Building Coordinator is communication with service departments. There are several of these units working for the University.

4.1 University Police Department (UPD)

- 4.1.1 Contact UPD on any security breaches in the building.
- 4.1.2 Notify UPD of events that may require additional support due to size, parking concerns, or other similar issues.
- 4.1.3 Reporting any losses of state property (e.g., furniture or equipment) from the building to the University Police.
- 4.1.4 Report emergencies or hazardous conditions to University Police at 714-836-2222.

4.2 Risk Management and Safety (RMS)

- 4.2.1 Serve as a point of contact for safety and emergency preparedness information provided by UW-Eau Claire and other Emergency Management officials.
- 4.2.2 In the event of an incident in their building, serve as liaison with Risk Management, University Police Department, and other leadership officials.
- 4.2.3 Assist building occupants in response to campus emergencies when necessary (i.e., fires, power outages, floods, etc.)
- 4.2.4 Communicate the location of campus Automatic External Defibrillators (AEDs) and serve as an information resource in the instance of an emergency.
 - a. Check the facility’s AED monthly. See [“CPR/AED Training Program”](#).
- 4.2.5 Assist with the coordination of safety education, training, and scheduling of fire drills. During a building fire drill evacuation, report, and act as a liaison with responding emergency services. **See Appendix B. Evacuation Drill Response Form.**
- 4.2.6 Notify building occupants about service interruptions (i.e., HVAC, lighting, water, electric, gas, etc.) that could affect laboratory operations and/or the use of safety equipment such as fume hoods, safety showers, eye washes or other departmental operations.

4.3 Facility Maintenance and Operation

- 4.3.1 Serve as primary contact for the maintenance of building systems and project activity relating to the building and occupants, including remodels, and building infrastructure.
- 4.3.2 Assist in coordinating use of hallways and storage areas so that these are kept in compliance with fire regulations; report needed maintenance concerning fire regulations to Facility Services.
- 4.3.3 Report complaints and perform initial investigation of building issues (heating/cooling comfort, lighting, unusual odors, noises, etc.)

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- 4.3.4 Assist with coordination and notifications when utility outages are requested and scheduled.
- 4.3.5 Assist in coordinating and communicating operational issues with building occupants for construction projects, maintenance tasks, utility shutdowns, IT wiring and activities, and office moves in the building.
- 4.3.6 Assist in coordinating for repairs of locks, building alarms, cameras, and access doors.
- 4.3.7 Assist in the process for issuing keys and granting card access to their building.
- 4.3.8 Assist and/or direct building occupants to the eForm "Lost Key Report" when key is lost and notify KeySystem Manager by telephone when a key is recovered.

5. TRAINING

The following training courses offered by Risk Management, Safety and Sustainability (RMSS) are strongly recommended for Building Coordinators. Online CANVAS training presentation <https://www.uwec.edu/canvas/> will cover the following annual safety training topics:

- 5.1.1 General Hazardous Waste Awareness Training
- 5.1.2 Emergency Action Plan
- 5.1.3 Bloodborne Pathogens Training
- 5.1.4 Fire Extinguisher Training
- 5.1.5 Hazard Communication with GHS

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Appendix A. Safety Inspection Checklist

Building Name/Location: _____ **Building Coordinator/Manager:** _____

FIRE SAFETY AND PREVENTION		YES	NO	NA	COMMENTS/LOCATION
1	Exit lights – present and clearly illuminated				
2	Exit door, fire doors – not wedged open, close tightly, not blocked				
3	Exits – unobstructed & kept unlocked during normal business hours				
4	Emergency lighting – adequate, in working condition				
5	Fire extinguishers – checked monthly, serviced annually				
6	Combustible materials – area kept free of waste combustible materials				
7	Flammable liquids – must be kept in flammable cabinet				
8	Fire evacuation plans – implemented and communicated to staff				
9	Floors, Walls, Ceilings – there are no holes through walls or ceilings				
ELECTRICAL HAZARD					
1	Extension cords – not used as permanent wiring and in good condition				
3	Extension cords & power strips – not plugged into other extension cords				
4	Plugs are in good condition – the ground is not removed from 3-way plugs				
5	Wall outlet & junction box covers – in place				
6	Electric circuit panels – kept at least 36” clearance				
WALKING SURFACES					
1	Aisles – kept clear at a minimum of 36”				
2	Tripping hazard – carpets, rugs, and mats do not present trip hazard				
3	Outside walkways & stairs treading – good repair/condition				
GARAGE/WAREHOUSE/STORAGE AREA					
1	Garage Doors – working safety sensor				
2	Vehicle maintenance shop – carbon monoxide sensor installed				
3	Battery charging – eyewash, apron, safety glasses, gloves available				
COMMENTS/CORRECTIVE ACTION					
Details of Action:					

Inspected by: _____ Signature: _____ Date: _____

Note: Send a copy to (RMS) Office at safety@uwec.edu

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APPENDIX B. Evacuation Drill Response Form

This form must be completed for any fire alarm and scheduled evacuation drill which results in a building evacuation. For questions contact Risk Management & Safety at 715-836-4414.

Section I: General Information

Building Name: _____ Building Coordinator: _____ Drill Conducted by: _____ Date of Drill: _____

Section II: Alarm Information

Alarm Set-Off: _____ a.m. /p.m. Alarm Silenced: _____ a.m. /p.m. Facilities Response Time: _____ Minutes Security Response Time: _____ Minutes.

CALL Campus Security at X-2222 YES NO

Was the Alarm Signal received by the Dispatcher? YES NO

Did Alarm Devices Activate? YES NO

Was there any trouble with the initiating alarm devices or alarm panel? YES NO

Section III: Evacuation Information (To the best of your knowledge)

Evacuation time: _____ Minutes Was the evacuation orderly? YES NO Were there persons with disability requiring assistance? YES NO

Please provide observations of failed equipment or other recommendations: _____

Outdoor Assembly Area- Stay about 150/200 feet away from the building

Buildings	Assembly Area	Buildings	Assembly Area	Buildings	Assembly Area
Schofield Hall	North by Footbridge	Brewer Hall	Benches near Church North	Heating Plant	Towers Lot North side of lot
Vicki L. Larson	South near Campus Mall	Kjer Theatre	Benches near Church North	Crest Wellness	Sand Volleyball net to North
McIntyre Library	South near Campus Mall	Human Sciences & Serv.	Parking Lot to east of building	Hibbard Hall	Hibbard Lot East
Nursing Building	Nursing Lot	Phillips Hall	Phillips Lot east side near enter/exit signs	McPhee Center	Track to East
Centennial Hall	Fountain West of Building	Davies Center	Phillips Lot south near wooden stairs/Loading Dock	Olson Addition	Parking Lot west of Building
Schneider Hall	Statue West of Building	Haas Fine Arts	Parking Lot to west of building	Facility Maintenance	Towers Lot south side of Lot
Zorn Arena	Benches near Church North	Hilltop	Front of towers Across from Murray West of Hilltop	The Priory	Priory Lot to west of building

Residence Housing	Assembly Area	Residence Housing	Assembly Area	Residence Housing	Assembly Area
Chancellors	Chancellors Lot to west	Horan	Governors Lot West of building	Katherine Thomas	Volleyball courts near Putnam
Governors	Governors Lot South of building	Putnam	Putnam field south of building	Sutherland	Governors Lot east of building
Murray	Murray lot Southeast of building	Bridgman	Bridgman Lot South of building	Karlgard Towers	Towers field
Oak Ridge	Oak Ridge lot South of building	The Suites	Basketball Courts South of building	Marshfield Site	
Haymarket		Mogensen			

Return completed forms to the Department of Risk Management & Safety via email safety@uwec.edu.

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APPENDIX C. Campus Building Coordinator List

Building Name	Coordinator	Contact Information	Building Name	Coordinator	Contact Information					
Aspenson Mogensen	Quincy Chapman	715-836-3630	chapmajq@uwec.edu	Brewer Hall	Dan Schumacher	715-836-3062	schumadj@uwec.edu			
Bridgman Hall				Campus School						
Buffington House				Kjer Theatre						
Chancellors Hall				Kristin Schumacher	715-836-5599	Davies Student Center	schumakf@uwec.edu			
Governors Hall						Zorn Arena				
Haymarket Landing				Gretchen Peters	715-836-4954	petersg@uwec.edu	Haas Fine Arts Center			
Horan Hall/The Priory							Lori Bica	715-836-5524	bicala@uwec.edu	
Murray Hall/The Suites							Abby Hemmerich	715-836-4008	hemmeral@uwec.edu	
Oak Ridge Hall							Troy Terhark	715-836-4218	terharta@uwec.edu	
Putnam/Thomas Halls							Eva L. Peterson	715-836-3715	PETEREV@uwec.edu	
Sutherland Hall							Neil Ostlund	715-836-4931	ostlunnl@uwec.edu	
Towers North & South										McIntyre Library
Bollinger Field										McPhee Physical Education
Crest Wellness Center							Andy Jepsen	715-836-2176	jepsenan@uwec.edu	Nursing Building
Hilltop Center	Phillips Science Hall	J. Erik Hendrickson	715-836-5834							hendrije@uwec.edu
Centennial Hall	Jill Prushiek	715-836-5710	prushijt@uwec.edu				Schneider Hall	Faith Bogstad	715-836-2500	bogstafg@uwec.edu
	Audrey Robinson	715-836-2200	robinsoa@uwec.edu	Schofield Hall	Thomas Sulzer	715-836-4610	sulzertj@uwec.edu			
Family Welcome Cent.	Michelle Olson	715-836-3526	olsonmma@uwec.edu	Vicki L. Larson Hall	Nicole Andrews	715-836-5606	andrewns@uwec.edu			
				The Priory	Kyrielle Peterson					

Note: Notify RMS when changes are made to the list above via email safety@uwec.edu