

The Building Coordinators Network

Purpose

To facilitate effective working relationships and communication between building users and facilities service providers to achieve more effective service levels.

Description

- As a partner with Facilities Management, the Building Coordinator serves as a facilitator and communicator on all matters related to building operation and management that require close coordination between the building users and Facilities Management.
- Facilities Management is responsible for providing a physical environment that promotes University excellence.
- Representing the users and occupants of the building, the Building Coordinator serves as a resource on matters related to facilities services.
- The Building Coordinator serves as the primary contact with Facilities Management for all matters related to the condition, utilization, and operation of the building.

The Successful Building Coordinator

- Cares about the physical environment of the building and campus
- Works in or near the building
- Is familiar with the building, its occupants, special departmental equipment, lab and research areas
- Is familiar with the building entrances, access controls, doors and key systems
- Works closely with occupants and users to communicate needs, requests, and recommendations to Facilities Management
- Works closely with Facilities Management to communicate, to occupants and users, information related to building outages, construction disruptions, energy curtailments, energy conservation measures, and other matters related to building operation
- Is familiar with the various services provided by Facilities Management
- Is interested in learning and understanding University procedures related to facilities operations and management
- Provides feedback to Facilities Management to assist in improving services

The Role of Facilities Management

Provides information and tools enabling building coordinators to effectively perform their building coordinator duties

- Provides advanced information related to policy and service level changes
- Provides a deeper level of understanding of FM services and procedures
- Notifies building coordinators, in advance, of events, activities or work orders that may interrupt or disrupt normal building function and operation
- Invites the building coordinator to pre-construction meetings for new projects and renovation that pertain to the building
- Invites the building coordinator to regularly scheduled information and training sessions with peer coordinators
- Shares building condition assessments and space utilization reports with building coordinators

Learn More

Visit the [Building Coordinators Network](#) to learn more about the role of a UI Building Coordinator and the latest happenings.

Visit the [FM Services Guide](#) to view a detailed overview of the various types and forms of services provided by Facilities Management, information on service delivery, and more.