

UA Building Representative Guidelines

Purpose: To outline and communicate the primary responsibilities of the Building Representative(s) assigned within each facility.

Building Representatives will:

1. Building Representatives are appointed by College Deans or Department/Organizational Chairs and are focused on the safety, security, and physical condition of their assigned space and serve as the primary interface on all work within their assigned space. They act as the primary point of contact within the building including coordinating and disseminating information to occupants pertaining to the facility such as Environmental Health and Safety, Access Control and Facilities and Grounds guidelines, policies and procedures involving building operations and performance.
2. In joint use buildings, (more than one college/department occupying space), the college or departments may determine the number of Building Representatives assigned and their roles and responsibilities.
3. Coordinate with Facilities and Grounds for repairs and upkeep of the building and coordinate the cleanliness and overall appearance of the building. It is essential that the Building Representative take pride and a sense of ownership in the appearance and maintenance of the building. Maintaining the standards of cleanliness should be the responsibility of every employee and student.
4. Building Representatives should identify and communicate any safety hazards/concerns and ensure proper reporting to Environmental Health and Safety for resolution. Building Representatives will coordinate through Building Information Services (BIS) that all evacuation plans and maps are current and posted.
5. Building Representatives will actively promote energy conservation practices in their assigned facilities. These practices include providing necessary instructions to building occupants ensuring doors and windows remain closed during cooling and heating periods. Additionally, unnecessary lights and electrical devices are turned off or placed in the sleep mode during periods where there is no activity. Building temperatures will be maintained in accordance with UA standards/policy and will not be adjusted without coordination and approval by the UA Energy Director

6. Contact HVAC Maintenance (348-4616) when an event is scheduled on weekends or after normal operating hours in your building. Examples may include testing, club events or meetings. Event notification will allow Facilities and Grounds to ensure the HVAC and other systems are operating during the event.
7. Project Initiation Requests (PIRs) are a valuable tool for the colleges and departments to use that helps put a thorough review, scope and cost to projects needed in your facilities. Generally, a Project Initiation Request is required if your proposed project will involve more than one trade, change the use of a University space, or has a budget greater than \$5,000. It puts visibility on the project as well ensuring all aspects of the work necessary are documented and communicated. This allows the colleges and departments to strategically plan work and budget for facilities enhancement. The request form can be found on line.
8. Coordinate recycling collection points and the frequency with Facilities and Grounds Recycling.
9. Coordinate back-up generator issues with Facilities and Grounds Electric Shop.
10. Coordinate facility access control in accordance with UA Access Policy.
11. Ensure all building contact information are current and accurate. Changes can be made through the Facilities and Grounds Executive Secretary at 348-8703.
12. During the first two weeks of the new academic year, Building Representatives will review these guidelines and appropriate policies and regulations affecting their responsibilities and communicate relevant information to all staff/faculty members occupying the facility. Further, the Building Representative will brief all new personnel on this information upon their arrival.

Important Contact Information

1. **Work order desk** 205-348-6001
2. **Legacy After Hour Call Out:** 205-348-6001 (calls are forwarded after hours)
3. **UAPD** 205-348-5454
4. **Facilities and Grounds Website:** <https://uafacilities.ua.edu/operations/>
5. **PIR:** <https://constructionadministration.ua.edu/pir/>
6. **EHS:** 205-348-5905 (after hours emergency contact UAPD 205-348-5454)
7. **Access Control:** 205-348-9159
8. **Building Information Services:** <http://financialaffairs.ua.edu/admin/bis/>