

A tall, slender brick clock tower stands prominently in a lush green park. The tower has a white base and a white top section with a small cupola. The surrounding area is filled with mature trees and a clear blue sky. The text "Building Representative Handbook" is overlaid in the upper left corner.

Building Representative Handbook

**The University of Alabama
Facilities & Grounds**

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Welcome Letter

Dear Building Representative,

Congratulations on your appointment as a Building Representative and thank you for your willingness to serve in this important role. Your partnership is essential to maintaining a safe, secure, and well-maintained environment for everyone who works, studies, and visits your facility.

As a Building Representative, you serve as the primary point of contact and liaison between your building occupants and Facilities & Grounds. You play a key role in supporting the safety, operations, and overall condition of your assigned space, while helping communicate important information, policies, and procedures to those within your building.

In buildings with multiple departments or colleges, responsibilities may be shared or adjusted collaboratively to best support the space.

We encourage you to take pride and ownership in your facility and help foster a culture where all occupants share responsibility for maintaining a clean, safe, and efficient environment.

Facilities & Grounds is here to support you. If you have questions or need assistance at any time, please don't hesitate to reach out. We appreciate your commitment and look forward to working with you.

Welcome to the team and thank you for your service.

Facilities & Grounds

www.uafacilities.ua.edu

UA Facilities and Grounds

MISSION

To promote learning and discovery by professionally maintaining a world-class environment with exceptional physical spaces that serve and inspire our campus and community.

VISION

To be The Leader in facilities and grounds operations by developing and implementing innovative, efficient, and effective practices.

VALUES

- Safety First
- Integrity Always
- Service Excellence
- Teamwork

THE UNIVERSITY OF ALABAMA®

Expectations

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.

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.

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.

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.

Coordinate recycling collection points and the frequency with Facilities and Grounds Recycling.

Coordinate back-up generator issues with Facilities and Grounds Electric Shop.

Coordinate facility access control in accordance with UA Access Policy.

Ensure all building contact information are current and accurate. Changes can be made through the Facilities and Grounds Executive Secretary at 348-8703.

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.

How Building Representative are Selected

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.

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.

Reporting Building Representative Changes

Ensure all building contact information is current and accurate. Changes can be made through the Facilities and Grounds Executive Secretary at 348-8703. Please use the Add or Update Representative Information link on www.uafacilities.ua.edu.

How to submit a Customer Request/Work Order thru AiM

Steps to Enter a Customer Request can be found at the end of the Handbook. Please enter all requests through the AiM Work Order System.

Emergency calls are those that involve potential threat or damage to life or property (gas leaks, alarms, water leaks, roof leaks, etc.). During normal working hours, they should be called in to 205-348-6001. After 5:00 pm, please report to UAPD at 205-348-5454.

How to submit a new space/project request

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.

Event Support

Ground Use Permit

If you have an event planned on campus and need support from Facilities and Grounds, please fill out a Ground Use Permit and a Customer Request. The Grounds Use Permit Department is responsible for coordinating, approving, and managing each event through multiple departments, deans, facilities, and policy standards. The safety of our students, campus guests, faculty, and staff is paramount to the overall success of each event we coordinate.

More information can be found at <https://uafacilities.ua.edu/grounds-use-permit/>

Logistical Support

Tables, Chairs, Tablecloths, Stages, and Tent rental should be requested using an AiM Customer Request and classified as reimbursable.

Rental Rates can be found at the following link <https://uafacilities.ua.edu/wp-content/uploads/2024/12/UA-Logistical-Support-Rates.jpg>

Important Links

Work order desk 205-348-6001

Legacy After Hour Call Out: 205-348-6001 (calls are forwarded after hours)

UAPD 205-348-5454

Facilities and Grounds Website: <https://uafacilities.ua.edu/>

Project Initiation Request (PIR): <https://constructionadministration.ua.edu/pir/>

EHS: 205-348-5905 (after hours emergency contact UAPD 205-348-5454)

Access Control/Security Technology: 205-348-9159

Logistics and Support Services: <https://uafacilities.ua.edu/logistics-and-support-services/>

Recycling: <https://uafacilities.ua.edu/recycling/>

Furnishing and Design: <https://furnishingsanddesign.ua.edu/>