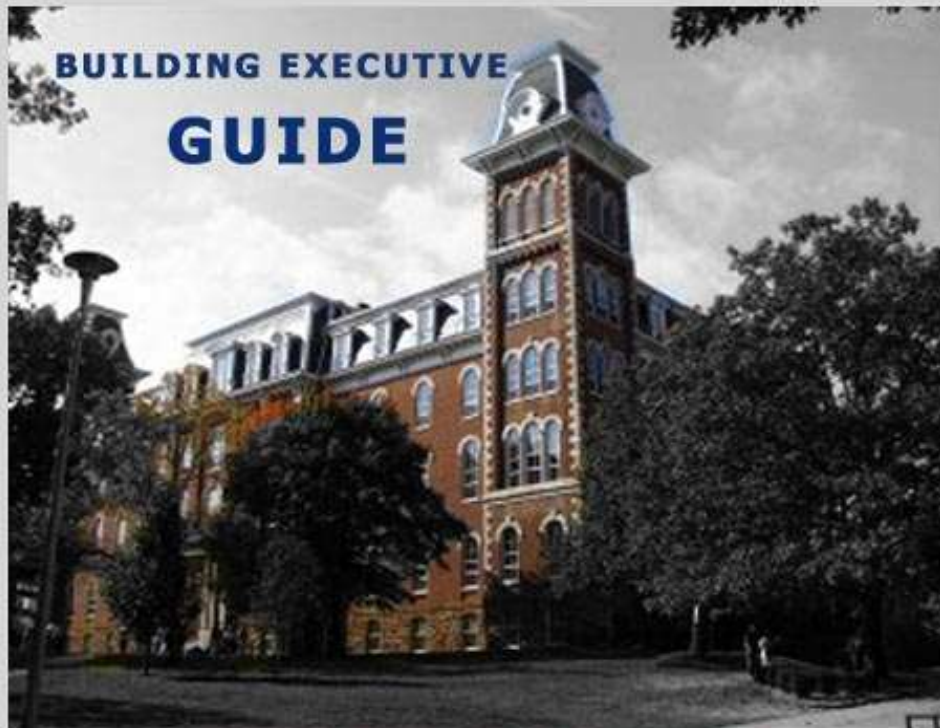


**BUILDING EXECUTIVE
GUIDE**



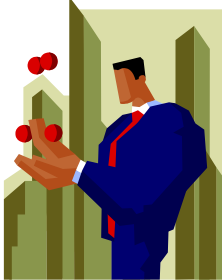
UNIVERSITY OF ARKANSAS

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WHAT IS A BUILDING EXECUTIVE

Building Executive - the main contact person for a facility, and acts as the primary contact for the building and its occupants with outside support departments and services such as:



- Facilities Management (FAMA) which includes Environmental Health and Safety (EH&S);
- University of Arkansas Police Department (UAPD).

In other words: the Building Executive is the “communication link” to and from campus service departments for building occupants.

For more information regarding Building Executives go to: <http://fama.uark.edu/building-executives.php>



Please note that you can benefit tremendously by periodically checking the following web sites, where you can find a lot of useful information and get answers to your questions not mentioned in this Guide:

Facilities Management: <http://fama.uark.edu>

EH&S: <http://ehs.uark.edu>

University Police Department: <http://uapd.uark.edu>

BUILDING EXECUTIVE'S AREAS OF RESPONSIBILITIES

1. **OPERATIONAL** – The Building Executive coordinates building facility issues with Facilities Management.
2. **BUILDING SAFETY AND SECURITY** – The Building Executive communicates to the appropriate service department any observed or reported interior/exterior safety, security, or compliance related issues.
3. **EMERGENCY PREPAREDNESS** – The Building Executive communicates to and coordinates with the occupants all emergency preparedness plans for the facility.



OPERATIONAL ISSUES

Primary Contact – The Building Executive is the “interface” with campus service departments. Any concerns occupants have about the material condition of the building are addressed to the Building Executive who then contacts the appropriate entity (FAMA, UAPD, EH&S).



FAMA Service Center.....	575-5050
UAPD	575-2222
EH&S	575-5448

Space Use & Space Allocation – The Building Executive coordinates with Deans, Directors and Department Heads and communicates any space issues with the Facilities Management Facility Space Use Planning function.

FAMA Director of Campus Planning & Design	575-7267
FAMA Service Center	575-5050

Building Entrance Keys – On behalf of Deans, Directors and Department Heads, the Building Executive coordinates the authorization of Key Request Cards for occupants to be issued keys.



FAMA Director of Facility Operations & Maintenance	575-6185
FAMA Service Center	575-5050
FAMA Key Office	575-2255

Signs and Directories – The Building Executive communicates to Facilities Management changes, updates, or replacements of interior signs, room numbers, name plates, and building directories as needed.



FAMA Service Center.....575-5050

Grounds and Exterior Lighting – The Building Executive reports any observed problems or service requests concerning the grounds and lighting surrounding the immediate building and entrances.

FAMA Service Center.....575-5050

Secure Storage – The Building Executive coordinates the proper storage and security of various pieces of classroom furniture and laboratory equipment such as computers, microscopes, and audio/visual equipment.

FAMA Service Center.....575-5050

Tobacco – The University of Arkansas is a tobacco-free environment. Tobacco use is prohibited on any University property. The Building Executive assists in addressing tobacco-related issues. For additional assistance, you may call:



FAMA Service Center.....575-5050
UAPD.....575-2222

Power Outages – The Building Executive communicates plans for scheduled power outages to building occupants and notifies Facilities Management of any unplanned power outages as needed or requested by occupants.

Utility Plant Control Room575-5300
FAMA Service Center575-5050

General Building Maintenance – The Building Executive coordinates and communicates to Facilities Management all occupant requests regarding building maintenance issues.

FAMA Service Center575-5050
FAMA Maintenance Coordinators575-6746 or 575-6592
FAMA Director of Facility Operations & Maintenance575-6185

Building Major Repair Renovation and Construction - The Building Executive coordinates with and notifies building occupants of any impending maintenance and renovation projects after they have been contacted by Facilities Management.

FAMA Service Center.....575-5050
FAMA Director of Construction Services575-6192

Recycling and Waste Disposal - The Building Executive coordinates and communicates with Facilities Management any observed or reported problems regarding solid waste disposal or recycling services.



FAMA Director of Building Services575-7403
FAMA Recycling Foreman575-3028
FAMA Service Center575-5050

Snow and Ice Removal - The Building Executive coordinates and communicates with Facilities Management any needs for snow and ice removal. Campus Snow and Ice Removal Plan and Map can be found on the FAMA web site:



<http://fama.uark.edu/snow.php>

FAMA Service Center.....575-5050
FAMA Grounds Shop Foreman.....575-7082
FAMA Director of Facility Operations & Maintenance575-6185

BUILDING SAFETY AND SECURITY ISSUES

Building Deficiencies - The Building Executive communicates to Facilities Management any observed or identified facility deficiencies in areas such as AED's, exterior, interior, and exit lighting, windows and doors, fire extinguishers, elevators, ADA accommodations, fire stairs and exits, and building access control systems.

FAMA Service Center575-5050
FAMA Director of Building Services575-7403
FAMA Maintenance Coordinators575-6746 or 575-6592
U of A Fire Marshal575-4419
FAMA Director of Facility Operations & Maintenance575-6185

Building Operating (Lock/Unlock) Schedule - The Building Executive coordinates and communicates to Facilities Management the building operating schedule (locking & unlocking exterior doors only).



FAMA Director of Building Services575-7403
FAMA Service Center575-5050

Hazardous Conditions – The Building Executive communicates to EH&S or, after hours, UAPD any observed or reported physical, radiological, chemical, biological, and fire hazards in or around the building.



EH&S	575-5448
U of A Fire Marshal	575-4419
Biological Safety Officer (BSO)	575-3597
Chemical Hygiene Officer (CHO)	575-4079
Radiation Safety Officer (RSO)	575-3379
Campus Safety Officer / Occupational Safety	575-2909
Pollution Prevention / Storm Water Management	575-3587
Laboratory Compliance Coordinator	575-5336
UAPD	575-2222
Rescue / Emergency	911

For more information go to: <http://ehs.uark.edu/FAQ.aspx>

EMERGENCY PREPAREDNESS ISSUES

Documentation – The Building Executive communicates to building occupants prepared printed documents informing them of expectations regarding various emergency plans for the facility.

Evacuation Plan - The Building Executive communicates and coordinates with building occupants an Emergency Evacuation Plan reviewed by EH&S. (Please refer to the evacuation drawings in your building for emergency exits.)

For example, when the fire alarm sounds, building occupants should ensure that nearby personnel are aware of the emergency, call UAPD (575-2222), should quickly shut down operating equipment (e.g., compressed gas cylinders) and close any windows, and should exit the building using established evacuation routes. All occupants should proceed to their designated rendezvous site and await further instructions, typically given by Fire Department.

[EH&S](#)575-5448
[U of A Fire Marshal](#)575-4419

Take Cover Plan - The Building Executive communicates and coordinates with building occupants about the Take Cover Plan prepared by UAPD.

[UAPD](#).....575-2222

Terrorist Activity – When notified by UAPD about terrorist alerts and warnings, the Building Executive communicates appropriate instructions to building occupants.

Severe Weather – When notified by the campus severe weather siren system, the Building Executive communicates appropriate Take Cover instructions to building occupants. (Please refer to the evacuation drawings in your building for designated shelter rooms during severe weather conditions.)

Training and Drills – When requested by UAPD or EH&S, the Building Executive communicates and coordinates appropriate instructions to building occupants for conducting periodic training and emergency drills.

UAPD.....575-2222
EH&S.....575-5448

For more information about Emergency Preparedness go to:

<http://ehs.uark.edu/EmergencyProcedures.aspx>

or

<http://emergency.uark.edu>

OTHER CONTACT INFORMATION:

TO REPORT A UTILITY PROBLEM

FAMA Service Center.....575-5050
Utility Plant Control Room575-5300

TO REQUEST A HOT WORKS PERMIT

FAMA Key Office575-2255
U of A Fire Marshal575-4419
EH&S575-5448

**TO REPORT UNAUTHORIZED STORAGE IN MECHANICAL ROOMS,
ELECTRICAL VAULTS, AND CUSTODIAL CLOSETS IN YOUR BUILDING**

FAMA Service Center575-5050
FAMA Director of Facility Operations & Maintenance575-6185

TO REPORT A UTILITY KEY BEING HELD BY AN UNAUTHORIZED PERSON

FAMA Service Center575-5050
FAMA Key Office575-2255
FAMA Director of Facility Operations & Maintenance575-6185

TO REQUEST AN AUTHORIZATION TO RE-KEY YOUR BUILDING SPACE

FAMA Director of Facility Operations & Maintenance575-6185
FAMA Service Center.....575-5050

Please visit these web sites for more information:

Facilities Management: <http://fama.uark.edu>

EH&S: <http://ehs.uark.edu>

University Police Department: <http://uapd.uark.edu>