

Building Executives - Major Duties and Responsibilities

The building executive for each campus facility is the main contact person for that facility.

The building executive has three areas of concern:

1. Operational/Compliance

a. Primary Contact - The building executive is the "interface" with the campus service departments. Any concerns occupants/visitors have about the material condition of the building are brought to the attention of the building executive who then contacts the appropriate entity; i.e., Facilities Management (FAMA), University Police (UAPD), and Environmental Health & Safety (EH&S).

b. Space Use & Space Allocation – The building executive coordinates space requirements with Deans, Directors and Department Heads and communicates any space issues with the FAMA "Space Use Planning" function. The building executive is the principal contact and has the responsibility to complete the annual Room Use Space Survey (RUSS, the web-based room/space data base) and submit the annual survey by the stated due date, as well as maintain the data base throughout the year with any applicable changes. Keeping the RUSS data base current and up to date is critical to the mission of the University as this data base is used as the basis for establishing classroom and laboratory schedules, addressing space requests, and conversion of spaces from one use to another use type.

c. Signs & Directories – The building executive communicates to FAMA any changes, updates, or replacements of interior signs, room numbers, name plates, and building directories as needed.

d. Grounds & External Lighting – The building executive reports any observed problems or service requests concerning the grounds surrounding the immediate building and entrances.

e. Secure Storage – The building executive coordinates the proper storage and security of various pieces of classroom furniture and laboratory equipment such as computers, microscopes, audio visual equipment. The building executive works with the various departments housed within the facility to ensure that those classes, laboratories and administrative areas that are to be locked after normal business hours are locked and re-opened at the appropriate time the following work day. For information on campus storage space please visit http://fama.uark.edu/files/CESU_StorageAgreement.pdf.

f. Tobacco Free Campus – In accordance with Act 734, the Clean Air on Campus Act of 2009, smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as

well as electronic cigarettes, are prohibited at all times on University property, and within all vehicles on University property. The building executive assists in addressing tobacco-related issues. For information on the state and the campus tobacco policy, please visit <http://fresh.uark.edu>.

g. Utility Outages – The building executive communicates plans for scheduled utility outages which could include electricity, water, gas, chilled water, steam, etc. to building occupants and communicates any occupant concerns regarding scheduled utility outages to FAMA. The building executive informs FAMA of any unplanned power outages as needed or requested by occupants or any other power related problems / issues in the facility.

h. General Building Maintenance / Renovations – The building executive coordinates and communicates to FAMA all occupant requests regarding building maintenance issues. The building executive is the primary contact for any renovations to be scheduled within or immediately outside the facility and FAMA will review all proposed renovations in and around the facility with the building executive prior to commencing the project.

i. Recycling & Waste Disposal - The building executive coordinates and communicates with FAMA any observed or reported problems regarding solid waste disposal and/or recycling services.

j. Snow & Ice Removal – The building executive coordinates and communicates with FAMA any additional needs for snow and ice removal. Campus Ice & Snow Removal Plans can be viewed on the FAMA website at: <http://www.phpl.uark.edu/SnowIceMapPolicy.htm>.

k. Building Deficiencies – The building executive communicates to FAMA any observed or identified facility deficiencies in areas such as exterior, interior and exit lighting, windows and doors, fire extinguishers, elevators, disadvantaged accommodations, fire stairs and exits, and building access control systems.

l. Building Operating (Lock/Unlock) Schedule – The building executive coordinates and communicates to FAMA the building operating schedule (locking & unlocking exterior doors only). This schedule is found on the FAMA web site at URL: <http://fama.uark.edu/88.php>. Locking and unlocking interior doors are the responsibility of the Colleges / Schools / Departments that occupy the facility.

m. Key Request Approvals - The building executive approves all key requests for keys to access the buildings external doors. The building executive coordinates with the various departments located within the facility the college and/or departmental staff that are responsible for unlocking and securing classrooms, laboratories and other spaces within the facility that are locked when not in use.

2. Safety & Security

a. Hazardous Conditions - The building executive communicates to UAPD and EH&S any observed or reported fire, physical, radiological, chemical or biological hazard in the building.

b. Defibrillators - The building executive is responsible to report any defibrillators located in the facility that are not in working order to FAMA. The building executive coordinates any occupant training associated with defibrillators and EH&S. FAMA oversees the monthly inspection of such units along with the required preventive maintenance procedures needed to ensure their functionality.

c. Fire Extinguishers - The building executive notifies FAMA of any fire extinguishers that are not functional and in good working order, missing their inspection tags or are missing from the extinguisher cabinet.

d. Fire Egress - The building executive oversees that all corridors and pedestrian walk ways are open and free from objects or stored items that can diminish paths of egress in an emergency situation. The building executive ensures that the most current version of the "building evacuation plan" for each floor is available and posted where it should be. The building executive notifies EH&S of any "building evacuation" floor plans that are missing, or out of date.

e. Right to Know Law - The building executive is the main contact for the facility to oversee procedures for the building and directing individuals to the proper contacts for the "Right to Know Law" information. Employees have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. Hazard Communication Training and copies of Material Safety Data Sheets are available from EH&S.

f. The building executive is the primary contact for FAMA to coordinate access and possible "shut down" of chemical fume hoods for routine maintenance and periodic inspections. The building executive reports any issues or problems with fume hoods to EH&S and FAMA.

3. Emergency Preparedness

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

b. Evacuation Plan - The building executive communicates and coordinates with building occupants an Emergency Evacuation Plan prepared by EH&S. The building executive assists in any evacuation drills where testing is occurring with the University's RazAlert system, the campus warning sirens, or facility fire & smoke alarm systems.

c. Take Cover Plan – The building executive communicates and coordinates with building occupants about the Take Cover Plan prepared by the UAPD.

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

e. Severe Weather – When notified by the campus severe weather siren system, the building executive communicates appropriate Take-Cover instructions to building occupants. The building executive is the contact for building occupants regarding questions about the University's "inclement weather policies and procedures" which can be found at URL: <http://fama.uark.edu/122.php>

f. Training & 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.

In buildings housing academic (teaching) facilities, the building executive is the person to whom individuals who teach in the building report their needs and problems with the facilities and teaching equipment and who is responsible for seeing that such reports get a prompt response. In areas of Facilities Management responsibility, the building executive will assist faculty in reporting problems or needs. In connection with his or her duties, the building executive will make periodic reviews of the facilities and report to the dean on maintenance and renovation needs. The building executive may also be responsible for maintaining secure storage for equipment which cannot be left in the classroom(s). The executive for each academic (teaching) facility will be appointed by the dean of the school or college that occupies or makes the greatest use of the building.

The building executive for all other facilities will be appointed by the Facilities Management Department, upon recommendation by the Colleges / Schools / Departments occupying the facility. To the greatest extent possible, it is requested that the building occupants select the building executive and alternate building executive for the facility. It is recommended that each candidate for building executive and alternate building executive for each facility have an office/work space located within the facility, limit the number of facilities for which they are building executives or alternates to but one or two structures, and, if possible serve an indefinite term of appointment in this capacity. It is extremely important that each building executive and alternate building executive selected be willing to readily address the issues as noted in this campus policy, as the vast majority of the duties are directly and/or indirectly related to the safety and well being the faculty, staff, students and visitors that are on the campus each and every day. To the greatest extent possible, it is hoped that each building executive and alternate building executive will have long tenures in their roles.

Revised September, 2010

Revised August, 2002

April 22, 1992