

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:01:08

DATE: July 1993

REVISION/REVIEW DATES: May 1997, Dec 2011, June 2014, June 2016

SUBJECT: Campus Building Managers

APPROVED: John M. Beehler, President

PURPOSE

To establish a liaison in each campus building for the purpose of routing repair and maintenance work request to Capital Planning & Facilities, disbursing instructions and information during severe weather incidents, and coordinating safety procedures during emergencies, and other duties as needed.

POLICY

Building Managers, which are listed below, are assigned the following responsibilities:

1. Assist the appropriate University office with monitoring compliance with University regulations that pertain to campus buildings.
2. Communicate with Capital Planning & Facilities regarding building maintenance issues including heating and air conditioning.
3. Schedule building usage (where applicable).
4. Assist in the establishment and implementation of plans for building evacuation procedures in the event of a fire or other emergency evacuation situation.
5. Attend annual mandatory safety training provided by the University Police Department.
6. Approve key and lock change requests as per [Policy IV:02:01](#).
7. Designate an acting or back up building manager.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION

This policy will be evaluated biennially.