

OREGON INSTITUTE OF TECHNOLOGY

Building Managers OIT-50-030

Responsibility for coordinating the safety, maintenance, and security functions of each building on the OIT campus shall be vested in a building manager. This will provide a single authority in each building to deal with the various concerned campus agencies (i.e., Facilities Services, Director of Campus Safety) and to coordinate work orders, maintenance, safety inspections and building security. Control of these functional areas by one manager in each building provides a single manager to prioritize work efforts and a single point of contact for residents of that building.

Building Managers

Building managers will be assigned in the following manner:

1. The Provost will designate a building manager for each of the following buildings and provide the names of those appointed to the Vice President for Finance and Administration:

Owens Hall
Semon Hall
Boivin Hall
Cornett Hall
Physical Education Building
Purvine Hall
Learning Resource Center

2. Facilities Services – Director of Facilities Services
3. Snell Hall – Budget Officer
4. Residence Hall – Director of Housing
5. College Union – Director of College Union
6. University Advancement – Vice President for University Advancement

Duties

Building managers will exercise control over the assigned building with specific duties as follows:

- a. Be familiar with the general activities of all occupants of the building and the specific areas occupied by or assigned to each activity.
- b. Periodically inspect the building for cleanliness and to determine maintenance requirements. Report discrepancies and repair requirements to the Facilities Services. Initiate work orders when required.
- c. Refer all requests for informal student use of academic facilities to the Vice President for Finance and Administration for authorization. (Not applicable to P.E. building.)
- d. Report unsafe conditions and fire hazards to the Director of Campus Safety and work with him/her to eliminate such problems.
- e. Appoint a deputy to be responsible for the functions listed in the absence of the building manager and report the names of deputies assigned to the Vice President for Finance and Administration.

Building managers may call upon other occupants of the building, as required, to assist in these duties. (See also "Building Managers Responsibilities" listed in the OIT Emergency Operations Plan manual.)

Revised by President's Council – October 31, 2006

Approved: Martha Anne Dow
Martha Anne Dow, President

Date: November 6, 2006