BUILDING MANAGER

Roles & Responsibilities
Agenda

Building Manager Responsibilities

SU Partners for Building Managers

Tools
- BGM Website
- On-line Work Request Forms
- Guideline for Facility and Customer Funded Services
- FIMS
- Quick Reference Guide
Building Manager Responsibilities

- Oversee and report building maintenance issues, including urgent requests
- Point person for BGM clean-up crew during unforeseen failures such as water intrusion from a broken pipe.
- Coordinator for department facility projects and activities
- Partner with BGM on maintenance projects impacting occupants

- Coordinate notification of building utility outages, both planned and emergency
- Communicator and champion for energy conservation and sustainable practices
- Point person re: building issues, knowledge of space use and hours of occupancy
- Responsible for building security, approve key requests and after hours access

- Develop and implement emergency plans
- Assistant to Emergency Response Teams: assess building damage, locate staff, identify sensitive/critical areas, etc.
- Compliance person for EH&S procedures as they relate to the facility and program, including fire marshal building inspections
- Resource for ADA access and service in your building
Tools for Building Managers

Work Request Forms

Status of your Work Order Request

Quick Response Request Form

Time and Material Estimate Request
Tools for Building Managers

Custodial Services

- Basic Services and Frequency
- Floor Cleaning Schedule
Tools for Building Managers

Who Pays for What?

Typical BGM funded services

- Maintenance & repair of HVAC equipment, electrical systems, plumbing systems/fixtures, and existing doors/hardware
- Maintenance & repair of ceiling tiles, flooring and baseboard in common areas
- Maintenance & repair of exterior/interior common areas, lobbies, stairwells, restrooms and University classrooms
Tools for Building Managers

Helpful web links

FIMS Application
• Stanford's Facilities Information Management System, where you can access information about Stanford University Facilities

Construction Updates
• Download PDF of construction map

Base Map
• Basemap.stanford.edu
Stanford basemap is an interactive and dynamic mapping system
Your SU Partners

BGM
- Zone Management
- Operations

Department of Public Safety

Environmental Health and Safety

Sustainability and Energy Management

Risk Management
Buildings & Grounds Maintenance

BGM is responsible for maintaining the academic buildings and grounds of the Stanford campus. The two groups responsible for this effort are:

Zone Management

Operations
Buildings & Grounds Maintenance Website

bgm.stanford.edu
BGM Zone Management

- Primary conduit between Building Managers and Operations team
- Resource for building information including operating systems and utilities
- Liaison with community partners
- Internal LB&RE representative for campus standards from UAPO (signs, paint colors, landscaping, etc.)
- Responsible for developing, designing and implementing building maintenance projects
- Partner with DPM on campus capital construction projects

- Building emergency response
- Zone Management Website
BGM Zone Management
BGM Operations Group

**MEP** = HVAC, Electrical and Plumbing Shops

**Architectural Trades** = Carpenter, Lock and Glass Shops

**Fleet Garage/ Machine Shop** = vehicle service and registration and gas station

**Event Services**
- Event planning
- Moving services
- Audio visual services

**Road Maintenance**
- Sidewalk, curbs and road repair
- Bollard maintenance

**Grounds**
- Academic landscaping & maintenance
- PSSI liaison – trash recycling

**Logistics**
- Mail Services
- Planning and Scheduling
- Materials Management
- Contracted Services
- Crane
- UGL/UNICCO
- KONE

**Operations Website**
Department of Public Safety

DPS Website

Partnership with a Deputy

Building Crime Prevention Survey

Office Security Education Program
Environmental Health and Safety

- Emergency Preparedness Program
- Fire Safety Program – including annual building inspections
- Stanford Injury & Illness Prevention Program
- Slip, Trip & Fall
- Hazard Communication Program
- Ergonomics – safe lifting, computer use, etc.
- Laboratory Training
- AED Program
- EH&S Website
<table>
<thead>
<tr>
<th>Office of Sustainability – Building Level Sustainability Program incorporating all components of sustainability</th>
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<tr>
<td>Central Energy Facility Management</td>
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<td>FEM – HVAC Controls &amp; Time Scheduling</td>
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<td>Energy Conservation, including winter break shutdown</td>
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<td>Parking and Transportation Services</td>
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<td>SEM Website</td>
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A major role of risk management is to organize and carry out a plan to control or reduce the risks to which the University is exposed.

Assistance with filing department insurance claims (remember to keep all receipts!)

Risk Management Website
In Conclusion

• If you have an immediate facilities need, call 3-2281
• Call 9-911 or 911 for fire/police emergencies
• Call your Zone Management office for guidance
Questions?
Thank you!