

# **USU Building Representative Program**

## **Introduction**

For some time now, USU Facilities has utilized an informal group of building contacts who act as liaisons between their campus departments and Facilities. Beginning with the new fiscal year, Facilities will formalize and strengthen our contacts by establishing a formal Building Representative Program. The program will enhance delivery of services provided by Facilities to all campus departments. Facilities will also continue its practice of holding annual on-site customer service meetings in buildings serviced by us.

## **Preferred Qualifications of the Building Representative (Building Rep)**

The Building Rep is the resident expert for their facility and is aware of the primary types of maintenance issues that may be experienced in their specific building. The Building Rep will develop a keen functional understanding of the Facilities organizational structure and will be an advocate for maintenance activities in their facilities. The Building Rep will also learn minor applications in the Facilities Maintenance Management System so that they are able to submit minor maintenance work requests and obtain status on work requests and projects affecting their facilities.

The ideal Building Rep is a person with solid working knowledge and experience at USU, is employed in a 12-month appointment, and finds satisfaction in working with diverse groups of people. A Building Rep is willing and able to periodically help disseminate Facilities information to their building occupants, should have a moderate degree of position responsibility at the University, but is not a senior administrator or an individual who travels extensively.

As a Building Rep, or a backup representative, you will be asked to attend an annual business meeting provided by Facilities. The annual meeting will be utilized to update you on major and minor campus projects, budget status for campus operations and maintenance, status of campus deferred maintenance, organizational changes in Facilities, and training in the use of work order reporting tools. The annual business meeting will include informational sessions that introduce the Reps to various personnel and functional areas within Facilities as well as to provide tours of select campus venues.

## **Description of Duties**

Attend an annual business meeting hosted by the Facilities department that will involve campus updates, Facilities presentations, and minor training

Learn to perform minor functions in the Facilities Maintenance Management system

Attend the annual O&M Site Visit for your assigned facility

Either act as, or coordinate with, the Building Access Control liaison

Have familiarity with with emergency operations designees and earthquake preparedness personnel from Facilities who would coordinate with the Rep and building occupants in the event of an emergency

May be requested to attend periodic project progress meetings affecting their building

Periodically notify building occupants of ongoing Facilities operations within the building such as emergency maintenance or project status updates.

Periodically assist with distribution of information to building occupants as provided by Facilities

Assist Facilities in designating a Backup Building Rep to act in absence of primary Building Rep.

Notify Facilities when primary Building Rep will be leaving the employ of the university or will be turning over duties to the Backup Building Rep for a week or more.

Attend training and other activities provided for Building Reps and Backup Reps