

<b>Title:</b> <b>Building Manager Program Policy</b>	<b>Policy Category:</b> <b>Administrative</b>
<b>Issuing Authority:</b> <b>Administration &amp; Finance</b> <b>Provost</b>	<b>Responsibility:</b> <b>Administration &amp; Finance</b> <b>Provost's Office</b>
<b>Publication Date:</b> <b>11/18/2022</b>	<b>Next Review Date:</b> <b>11/18/2025</b>

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### **Policy Statement/Background:**

This policy defines Building Managers' responsibilities and the administration of the Building Manager Program. This policy applies to all buildings on Stony Brook University campuses.

### **Policy:**

Building Managers are the main contact for all building-related activities within their designated buildings as defined in this policy. The Building Manager responsibilities listed in the procedure below also apply to other similar titles (e.g.: Campus Residences uses Facility Manager titles).

### **Procedure**

#### **A. Building Manager Titles**

Stony Brook uses the following titles to differentiate between assignments based on the size and number of the buildings, the use and complexity of buildings, or the effort that may be required to perform the duties.

- 1. Building Manager:** This title is used for individuals who have assignments and broad responsibilities in larger or more complex buildings that have laboratories, studios, shops, auditoriums, lecture halls, multiple classrooms, complex building mechanical systems, or facilities that are used for large public gatherings. It

may also be used for individuals with responsibilities for multiple buildings.

- 2. Building Coordinator:** This title is used for individuals who have assignments and responsibilities in buildings that are simpler and used primarily for administrative or academic office functions.
- 3. Alternate Building Manager/Building Coordinator:** These titles are used for individuals who serve in the absence of the Building Manager or Building Coordinator.
- 4. Facility Manager:** This title is used for Campus Residences for individuals who are responsible for a group of buildings, and are also part of the physical plant administration. The Facility Manager is responsible for all building related activity and has direct supervisory authority over the maintenance, custodial and contract labor who maintain them.

## **B. Building Manager Appointments**

- 1.** Building Managers are nominated by either Department Chairs or Directors and are appointed by the Provost and Senior Vice President for Academic Affairs, or Senior Vice President for the Health Sciences/Dean, School of Medicine, or Senior Vice President for Administration, or Vice President for Student Affairs.
- 2.** The Building Manager should be an occupant of the building for which he/she is appointed, (in some cases a number of buildings can be grouped together under one Building Manager).
- 3.** A Building Manager must have working knowledge of practices, standards, and building codes or know which subject matter experts to consult, to resolve any issue or concerns related to their building.
- 4.** Alternate Building Managers will also be appointed to assist the Building Manager with his/her normal course of work, depending on the needs of the building.

## **C. Facility Manager Appointments**

- 1.** The Facility Manager is a full-time professional position reporting directly to the Director of Residential Operations and/or his designee. The Director of Residential Operations or his designee is responsible

for the hiring process and annual performance evaluations of each Facility Manager.

2. The Associate Director of Residential Operations will take on the responsibility of Facility Manager in the absence of the Facility Manager.

#### **D. Building Manager and Facility Manager Responsibilities**

1. Coordinate project-related issues affecting the building.
2. Be cognizant of building programs to ensure proper coordination with building systems and occupants.
3. Be knowledgeable of the University policies related to building management (e.g. smoking, posting information, key control, use of facilities, etc.) and inform building occupants of procedures.
4. Be the single-point of contact for all activities scheduled in the building and awareness of classroom and lab use, and notify all building occupants of special events and activities scheduled in the building.
5. Coordinate and communicate operational issues with building occupants for construction projects, maintenance tasks, utility shut downs, IT wiring and activities, and office moves in the building.
6. Update the Alternate Building Manager on any unusual building problems and inform him/her in advance of any planned absences.
7. Communicate with Facilities and Services to make them aware of building occupants' needs, including services, maintenance, and renovations.
8. Provide assistance to building occupants to ensure effective operations in the building's labs, classrooms, and offices in support of University goals.

#### **E. Coordination with Other Departments**

1. University Police Department (UPD) and Office of Emergency Management
  - a) Assist with the implementation of the Safety Warden Program including recruitment of volunteers, ensure they receive

training, coordinate exercise drills with UPD and Fire Marshals, and maintenance of safety warden equipment, including radios, vests, etc.

- b)** Coordinate with UPD for non-routine events within their facility requiring the opening of doors of non-registrar spaces.
- c)** Notify UPD of events that may require additional support due to size, parking concerns, or other similar issues.
- d)** Coordinate with the Office of Access Control for repairs of locks, building alarms, cameras and access doors.
- e)** Ensure compliance with requirements in the Emergency Management Plan for the assigned building.
- f)** Report all fires and other emergencies and/or hazardous conditions to University Police (333 from any campus phone or (631) 632-3333 from non-campus phone)

## **2. Environmental Health and Safety (EH&S)**

- a)** Report potential safety hazards in buildings and assist building occupants with relocation deemed necessary by EH&S.
- b)** Assist building occupants in response to campus emergencies (e.g. fires, power outages, floods).
- c)** Participate in regulatory compliance inspections as required.
- d)** Assist with the scheduling of fire drills and safety inspections.
- e)** Notify building occupants about service interruptions (e.g. HVAC, lighting, water, electric, gas, etc.) that could affect laboratory operations and/or the use of safety equipment such as fume hoods, safety showers, eye washes or other departmental operations.

## **3. Campus Operations and Maintenance (COM)/Stony Brook Medicine Facilities and Support Services (SBMFSS)/Campus Residences**

- a)** Serve as primary contact for the maintenance of building systems and project activity relating to the building and occupants.
- b)** Perform tours of building common areas to identify areas in need of repair or attention.
- c)** Respond to complaints and perform initial investigation of building issues (e.g.: heating/cooling comfort, lighting, unusual odors, noises, etc.).
- d)** Assist with coordination and notifications when utility outages are requested and scheduled.
- e)** Notify COM or SBMFSS or Campus Residences, as appropriate, when building projects, office moves and/or changes or rearrangements of space is scheduled.



## **G. Building Manager and Facility Manager Training**

The following training courses offered by Environmental Health & Safety are considered the minimum training required of all Building Managers. The programs marked with an asterisk (\*) are available online. Additional training may be required based on the Building Manager assignment and specific responsibilities for the building or area that they serve. Please visit the [EH&S Training website](#) for a complete list of courses and materials, and to find out how to register or take an online class.

1. EFS 001: General Fire Safety
2. EFS 002: Fire Safety Warden Program
3. EFS 003: Fire Extinguisher Training
4. EIH 001: Asbestos Awareness
5. ELS 008: Lab Safety Awareness for Non-Lab Staff
6. ENV 006: Universal Waste Management\*
7. EOS 004: Occupational Exposure to Bloodborne Pathogens\*
8. EOS 018: Hazard Communication / Right-to-Know\*
9. EOS 021: Food Safety
10. ERS 010: General Radiation Awareness\*

### **Definitions:**

None

### **Contact:**

Additional information about this policy is available here:

### **Office of Administration & Finance**

221 Administration Building  
Stony Brook, NY 11794  
(631) 632-6100

**Office of the Provost**

407 Administration Building  
Stony Brook, NY 11794  
(631) 632-7000

**Campus Operations & Maintenance**

126 Service Building  
Stony Brook, NY 11794  
(631) 632-4640

**Stony Brook Medicine Facilities and Support Services**

L-1, 140 Health Sciences Center  
Stony Brook, NY 11794  
(631) 444-3722

**Campus Residences (Residential Operations)**

Mendelsohn Quad Office  
100 Circle Road  
Stony Brook, NY 11794  
(631) 632-6750

**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Alterations to Stony Brook University Facilities Policy](#)
- [Public Assembly Policy](#)
- [Guests/Visitors Policy](#)
- [Environmental Health & Safety Website](#)
- [SUNY Office for Capital Facilities Website](#)
- [Building Manager Contact List](#)