



## I. Purpose

The NCCU Building Manager Program is based on voluntary participation of personnel within the University. Volunteers receive training throughout the year but at least annually and represent the entirety of a building unless otherwise noted. Building Managers are an integral part of the University and serve both as an onsite contact for campus partners and source of information for building occupants.

The network of Building Managers maintains an effective and reliable single point-of-contact for each building on campus to disseminate communications regarding access, security, facility issues, fire safety & prevention, and general safety topics from Facilities Management, University Police, and Environmental Health & Safety to building users and occupants. These building managers are a critical part of operations for campus and as such are able to directly contribute to campus operations including safety and security.

NCCU Environmental Health and Safety (EHS) manages the Building Manager Program and personnel.

## II. Building Manager Responsibilities

Building Managers are a critical part of operations for campus partners and are able to directly contribute input to campus operations including safety and security. Responsibilities include:

- Attend quarterly Building Manager meetings
- Communicate and disseminate information that affects building and/or occupants
  - Planned maintenance, utility outages, renovation work, etc.
- Assist with building access issues as needed
  - Unlock offices or classrooms
  - Provide contact for scheduling spaces within building for events, meetings, etc.
- Coordinate monthly building inspections using the [NCCU Building Hazard and Safety Form](#)
- For **common areas** (lobbies, hallways, public restrooms, breakrooms, classrooms, etc.)
  - Submit and track completion of [Facilities Operations work orders](#)
  - Identify and submit reports of hazards using the [EHS Hazard Reports](#)
  - Occupants should submit and track requests for spaces they occupy
- Serve as the administrative lead for their building's Fire Safety and Evacuation Plan and safety team. Building managers receive special training from NCCU Environmental Health & Safety (EHS) to serve in this critical role.
  - Serve as Building Evacuation Coordinator for drills and actual evacuations
  - Prepare, maintain and distribute the Fire Safety and Evacuation Plan (FSEP)



- Liaison with building Employee Safety Committee Member(s)

Building Managers will be provided specialized trainings and be honored at an annual appreciation celebration to thank them for their service to the University.

### III. Service

Building Managers serve an initial three-year term with the option to continue to serve as long as the employee, supervisor and University agree. Employees who wish to no longer serve as a Building Manager at the end of their initial three-year term must give Supervisor and EHS a 3-month notice to allow time to secure a replacement.

Supervisor approval is required for employees to serve as a Building Manager. Employee supervisors are encouraged to support employees who wish to serve and provide them ample time to perform Building Manager trainings and duties.

Building Managers must be employees who work in-person or hybrid (minimum of 3 days on campus each week) on the NCCU campus for 12 months of the year. Personnel who work primarily offsite or remotely are not able to provide onsite service to building occupants and campus partners and to respond rapidly in an emergency.

Personnel who would like to volunteer to serve as a Building Manager must apply using the [Building Manager Application](#) in Veoci. This form automatically routes for Supervisor and EHS signatures.