

Facility Services

NAU Building Manager's Quick Reference Guide

Building Managers oversee student, staff and visitor safety, building maintenance, repairs and upgrades, and comply with environmental, safety and health procedures relating to building operations utilizing the NAU Building Manager's Handbook and Quick Reference Guide. These tools are inclusive of other groups on campus that also serve as a resource to building managers.

Responsibilities may include:

- Serves as point-of-contact and coordinates with Facility Services for building maintenance and repairs that affect normal building operation.
- Serves as point of contact with NAU Police Department for building security issues and oversees building(s) security. In cases where buildings are contracted to public for use, ensures contract includes responsible person for building security.
- Notifies Police and Facility Services of graffiti or other building damages.
- Conducts weekly walk-through of building to identify any needed maintenance, service or repairs, and potential safety items.
- Acts as liaison between building departments / occupants and project managers, contractors, fire inspectors, and other building professionals.
- Provides building occupants with notifications and updates of electrical, water and other service outages and scheduled shutdowns.
- Provides building occupants with notifications and updates of construction or maintenance projects that may affect their building.
- Opens interior classrooms daily.
- Distributes and assigns keys as authorized by the department.
- Stays informed of changes to space assignments within the building and notifies Facility Services and Space Management to update work order system building information.
- Coordinates department building related activities, special events and projects.
- Ensures building emergency evacuation plans are current and posted within the building.
- During evacuations, assists emergency response teams in assessing building condition, identifying and / or locating missing personnel, and if asked, providing a status report to assembly point leaders.
- Attends building manager meetings.
- Updates and maintains contact information on the Facility Services Building Manager site at http://nau.edu/Facility-Services/Fac_Staff/. Notifies Facility Services of any errors on list.
- Coordinates deliveries to the building if there is a shipping and receiving area.
- Other duties specific to the building and department as identified.