### Responsibilities of the Building Administrator (BA) include, but not limited to:

1. Provide a focal point for information for building occupants which helps facilitate resolution to various building issues.

2. If occupants have difficulties getting facilities issues resolved through normal channels, this individual can help elevate the issue and help with getting the problem solved.

3. This individual is typically in a high position and familiar with the facilities management staff who are able/responsible to work on solutions.

4. Review and approve of requests for posting signs and notifications in conformance with the university policies on postings, signage, and art.

5. Ensure that university-wide policies related to events and activities in each building are followed, and any requests for exemptions are properly managed.

6. Proactively report any concerns regarding Security, Safety and Facility needs, and communicate building specific information to occupants.

7. Authorize control badge access and key requests for their facility.

8. In the case of larger buildings, it is recommended that the BA ask others to be coordinators for the various floors, and these people would work with the BA in the event complaints need to be elevated for action.

9. When requesting directories to be manually changed - submit request to Building Administrator (BA) and BA will submit to Customer Service Center (CSC); CSC will create a work order to Dave Regennitter.

10. When requesting changes for the electronic directories - submit requests to BA and BA will submit to Betty Charles.