

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:01:08

DATE: July 1993

REVISION/REVIEW DATES: May 1997, Dec 2011, June 2014, June 2016, March 2022

SUBJECT: Campus Building Managers

APPROVED: Dr. Don C. Killingsworth Jr., President

PURPOSE

This policy establishes appointment of a Building Manager to serve as a liaison in each campus building for the purpose of routing repair and maintenance work requests to Capital Planning & Facilities, disbursing instructions and information during severe weather incidents, coordinating safety procedures during emergencies, and fulfilling duties as needed.

POLICY

Building Managers and backup Building Managers are designated by the appropriate President's Cabinet Member(s).

Building Managers, who are named in the [Building Manager List](#), are assigned the following responsibilities:

1. Collaborate with all appropriate Jacksonville State University offices to maintain compliance with JSU policies which pertain to campus buildings.
2. Communicate with Capital Planning & Facilities regarding building maintenance issues including heating and air conditioning.
3. Execute expectations outlined in chapters 11 and 12 of the [JSU University Safety Manual](#).
4. Attend annual mandatory training provided by the University Police Department.
5. Approve key and lock change requests as per [IV.02.01](#).
6. Obtain Cabinet approval for any allocation or reallocation of space.
7. Schedule building use per policy [I.04.05](#).

RESPONSIBILITY

The Senior Vice President for Finance & Administration is responsible for this policy.

EVALUATION

This policy will be evaluated every five (5) years.