



Building Coordinators

1.0 Their Role

Building coordinators (BC) serve as the primary contact with FOD (Facilities Operations and Development) for matters relating to the condition of a building; conditions pertaining to its environmental, electrical, plumbing, hvac and elevator(s) systems. The (BC) represent the users and building occupants of OSU buildings and serve as the liaison between the academic units and FOD for maintenance-related issues. Each building has just one coordinator and one back-up person to act as alternate coordinator in their absence.

2.0 Who is my Building Coordinator?

The name and contact information of your (BC) is prominently posted at each building entrance, near drinking fountains, restrooms and at the elevator doors of each floor.

3.0 Submitting Requests through the Building Coordinator

All Service Requests for routine building maintenance should be submitted by the (BC). Since they serve as the point of contact for FOD, it stands to reason that the (BC) should be informed of all issues. In doing so, FOD is able to consistently contact one individual who is familiar with both the building's issues and FOD's typical course of action in resolving them. Channeling all requests through the (BC) will also enable them to compile a history of unresolved or re-occurring issues without having to rely on second-hand information.



4.0 For Building Coordinators Use

As a building coordinator you may want to contact other OSU building coordinators. If so, click the following link for a complete list of (BC) names and contact information, alternate coordinators, as well as additional helpful resources. [Building Coordinators](#) (*login is required*).

End of document