

---

**ATTACHMENT "A" - FACILITY COORDINATOR ROLES**

Facility Coordinators within Schools or Departments are responsible for the following tasks:

1. Internal space allocation and day to day management
2. Faculty and staff interface
3. Long term space planning
4. Move coordination
5. Day to day keying, security, Data/Voice and AV modifications
6. Paint/Carpet/FF&E replacement within University design guidelines
7. Call-in for maintenance items to the Facilities Management Department
8. Equipment and furniture purchases within University guidelines
9. Draft initial Program Statement for Capital Projects
10. Develop School/Department finishes and furniture standards within University design guidelines
11. Define requirements for Voice/Data/AV/Security/Keying for Capital Projects
12. Inventory existing FF&E prior to relocation for a Capital Project
13. Review design documents for a Capital Project and provide comments to the Facilities Management Department's Office of Project Management
14. Coordinate any needed equipment or utility shut downs with occupants
15. Contact the Facilities Management Department once a Capital Project has been identified for assignment of a Project Manager

Facility Coordinators within Schools or Departments are not responsible for the following tasks:

1. Bidding or contracting with architects, engineers and contractors
2. Directing architects, engineers and contractors during a Capital Project
3. Modifying Scope during a Capital Project
4. Determining contingency usage during a Capital Project
5. Financial reporting to the Capital Budget Office