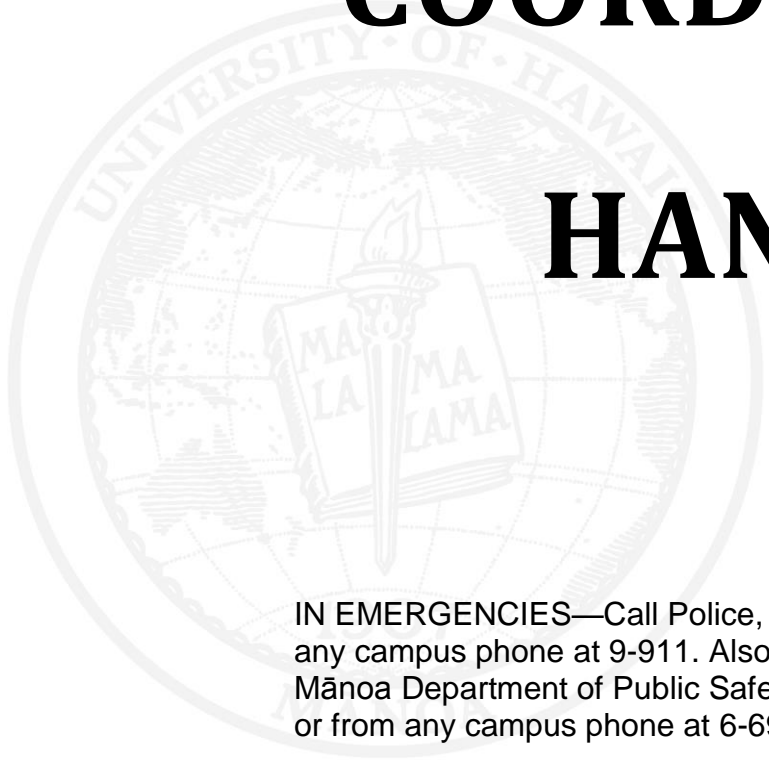


UNIVERSITY OF HAWAI‘I AT MĀNOA

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# BUILDING COORDINATOR HANDBOOK

The seal of the University of Hawai'i at Mānoa is faintly visible in the background. It features a globe with a torch and an open book in the center. The text 'UNIVERSITY OF HAWAI'I' is arched over the top, and 'MĀNOA' is written below the globe. The motto 'MA LA MA LAMA' is inscribed on the book.

IN EMERGENCIAS—Call Police, Fire or Ambulance at 911 or from any campus phone at 9-911. Also notify University of Hawai‘i at Mānoa Department of Public Safety (UHM DPS) at (808) 956-6911 or from any campus phone at 6-6911.

For building or repair services that require immediate attention to maintain safety or preserve work productivity or facility, please call Work Coordination Center (WCC) at (808) 956-7134 during regular working hours or UHM DPS at (808) 956-6911 after hours.

***NOTE: This handbook is a living document and serves as a reference for Building Coordinators.***

## **WELCOME!**

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Thank you for serving as a University of Hawai'i at Mānoa (UHM) Building Coordinator. This role is vital in enhancing and fulfilling the safety and operational needs of your building. The Building Coordinator Program is designed to facilitate communication, support facility capital planning, and represent building user needs. The Building Coordinator is the point of contact for the building and will be involved in the scheduling and coordination of building activities, including janitorial and maintenance services, energy management, heating and cooling, fire and environmental safety, building security, construction planning, and project management activities for the facility.

UHM Building Coordinators and their alternates will work with building occupants and appropriate campus units to assist in resolving building issues and building-related emergencies. The university will provide a portfolio of resources and workshops to assist you in fulfilling your Building Coordinator role.

As we work together on behalf of the students, faculty and staff at UHM, please feel free to provide feedback regarding this program and efforts to support you in your role. We look forward to working as a team to continuously improve our services. If there are any questions or concerns, please feel free to contact Ann Sakuma, the Building Coordinator Program Manager, at Tel: 808.956.5658 or E-mail: [annyang@hawaii.edu](mailto:annyang@hawaii.edu).

Mahalo for your support and commitment to UHM and for your dedication and stewardship of our facilities to fulfill the University's strategic initiative for 21<sup>st</sup> Century Facilities (21CF).

Robert Bley-Vroman  
Chancellor

## HELPFUL PHONE NUMBERS

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IN EMERGENCIAS --- Call Police, Fire or Ambulance at 911 or from any campus phone at 9-911. Also notify University of Hawai'i at Mānoa Department of Public Safety (UHM DPS) at 808.956.6911 or from any campus phone at 66911.

For building or repair services that require immediate attention to maintain safety or preserve work productivity or facility, please call Work Coordination Center (WCC) at 808.956.7134 during regular working hours or UHM DPS at 956.6911 after hours.

**Work Coordination Center (WCC)**  
808.956.7134

Emergencies: 808.291.4540

**Utility emergencies/outages**

Days: 808.956.7134

After 4:15 p.m. & weekends: Public Safety  
808.956.6911

**KOKUA Program**  
808.956.7511

**University Scheduler**

808.956.7953 or [schedule@hawaii.edu](mailto:schedule@hawaii.edu)

**UHM Department of Public Safety (UHM DPS)**

808.956.6911

**CIS (Classroom Equipment)**

808.956.8075

**Environmental Health and Safety Office (EHSO)**

808.956.8660

## HELPFUL WEBSITES

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**Office of Planning and Facilities**

<http://manoa.hawaii.edu/opf>

**AiM**

<http://www.hawaii.edu/efacilities/>

**Emergency Management**

<https://manoa.hawaii.edu/emergency/management/index.html>

**Construction Notices**

<http://manoa.hawaii.edu/opf>

**Buildings and Grounds Management**

<http://manoa.hawaii.edu/bgm/index.php>

**Biosafety Program**

[http://manoa.hawaii.edu/ovcr/research/biosafety\\_program/index.html](http://manoa.hawaii.edu/ovcr/research/biosafety_program/index.html)

**UHM Dept. of Public Safety**

<http://www.hawaii.edu/security/>

**Center for Instructional Support**

<http://www.cis.hawaii.edu>

**Environmental Health & Safety**

<http://www.hawaii.edu/ehso/>

**ITS (Outages)**

<http://www.hawaii.edu/its/>

**Mānoa Green Days**

<http://manoa.hawaii.edu/opf/mgd.php>

## **PROGRAM PURPOSE**

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The diversity of University programs and activities often require planning and logistical coordination between various campus units and, at times external departments. The Building Coordinator Program was developed to efficiently accomplish jobs/assignments to meet building and user needs. Building Coordinators and their alternates represent building users and occupants and serve as a resource on matters related to facilities and safety services. Depending on the building or facility, a Building Coordinator may be a full-time role or partial role. The intent is not to create positions but to streamline and focus efforts using existing university resources. Building Coordinators, in partnership with campus support units, such as the Office of Planning and Facilities (OPF), UHM Department of Public Safety (UHM DPS), and the Environmental Health and Safety Office (EHSO), will help to enhance and improve facility services through their commitment and stewardship of our facilities in support of the University's strategic initiative for 21<sup>st</sup> Century Facilities (21CF).

## **WHAT IS A BUILDING COORDINATOR?**

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Building Coordinators are critical to campus operational readiness and response, and serve as communication hubs for coordination of campus renewal, repair and maintenance. The University's objective is to have a Building Coordinator in every core building on campus. Building Coordinators are UHM employees who have a defined role in coordinating and facilitating building maintenance, campus emergency and disaster preparedness, and building security. General duties, functions, and responsibilities applicable to most UHM buildings are outlined below. In some cases, Building Coordinators may have additional duties. The Primary Building Coordinator serves as the main point of contact regarding matters related to the condition of a building and its systems (i.e., environmental, electrical, plumbing, elevator). It is recommended that the Building Coordinator be a full-time employee with more than six (6) months on the job at time of designation and be able to satisfy the majority, if not all, of the general duties and functions of a Building Coordinator. Building Coordinators should have a broad understanding of the activities of the department(s) housed within the building and be available during regular business hours. The Alternate Building Coordinator will perform in the absence of the Primary Building Coordinator. Both the Primary and Alternate Building Coordinators should be physically located in the building, and are encouraged to take full advantage of orientation and focus group sessions provided through the Building Coordinator.

## **GENERAL DUTIES AND FUNCTIONS OF BUILDING COORDINATORS**

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1. Assist with communication of after-hours use of the building with appropriate departments (OPF, EHSO, DPS, etc.) to ensure the safety and operational efficiency of the building and occupants.
2. Assist building occupants and users with audio and/or visual equipment set-up, as needed.
3. Serve as liaison between building occupants/users and OPF to efficiently coordinate and monitor building repairs and renovation projects and requests.
4. Field, prioritize, and submit requests for repairs and renovations of the building and grounds, and other activities (e.g., move-ins and move-outs) to OPF via the AiM system at [www.hawaii.edu/efacilities/](http://www.hawaii.edu/efacilities/).
5. Provide information on building occupant and user needs to assist OPF in the planning, preparation, and approval of electrical, plumbing, air conditioning, janitorial work schedules and other types of work affecting the building and surrounding grounds.
6. Notify building occupants of routine building issues, such as fire alarm testing, water and electrical shutdowns, elevator repairs, as well as energy conservation initiatives, waste and recycling efforts, and emergency preparedness and safety guidelines in a timely manner.
7. Coordinate maintenance schedules with building users to minimize classroom disruptions.
8. Work with Environmental Health and Safety Office (EHSO) and UHM DPS in matters of safety and security for the building. Notify EHSO of potential or observed OSHA and/or UHM health and safety issues within the building and surrounding grounds; assist EHSO with remediating building safety violations, as needed.
9. Provide assistance in coordinating the locking and un-locking of the building as necessary, including after-hours events/activities; coordinate and maintain building access and ensure building access protocols are followed by building occupants and users; and building key distribution logs are current.

10. Work with appropriate campus units to establish and implement a notification protocol for building occupants regarding health and safety situations including but not limited to security breaches, terrorist threats, fire and/or severe weather conditions; coordinate with UHM DPS and EHSO to conduct fire evacuation and emergency drills for your building(s).

## **BUILDING COORDINATOR RESPONSIBILITY & AUTHORITY**

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1. Building Coordinator judgments and decisions may impact operations, functions, programs, management, and policies of the program and organizational segments within their building(s).
2. Building Coordinators are expected to exercise responsible judgment by identifying and prioritizing issues and recommending solutions within their scope of function and duties.
3. Building Coordinators should recommend and/or establish building procedures applicable to their assignment.
4. Building Coordinators shall keep building occupants and users informed of construction plans and progress, maintenance, and repair work affecting their building(s) and have the authority to ensure building activities do not interfere with approved repair and maintenance schedules for timely completion of work.
5. Building Coordinators must notify the BC Program Manager via e-mail or letter upon departure from their Building Coordinator position to allow a new building coordinator to be selected in a timely manner.
6. Building Coordinators are NOT responsible for space allocation within their building. The Building Coordinator shall inform the Planning Office when changes in space allocation and/or function within their building are anticipated or necessary.
7. Building Coordinators are NOT responsible for health and safety compliance but are tasked with working in coordination with appropriate campus offices to facilitate communication with building occupants and users as needed.

## **FACILITIES EMERGENCIES, SAFETY ISSUES, AND NON-EMERGENCY UNSCHEDULED SERVICE DISRUPTIONS**

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It is critical that BCs are able to distinguish between facilities emergencies and safety issues that should be addressed immediately and facilities and service disruption issues that can be addressed on a non-emergency basis.

### **Facilities emergencies and non-emergency safety issues:**

Call Work Coordination Center at 808-956-7134.

- Facilities Emergency Issues:
  - Stuck Elevator carrying passengers
  - Water main break
  - Steam line break
  - Gas leak
  
- Non-Emergency Safety Issues:
  - Broken glass in entry door or at ground level
  - Doors that will not lock
  - Outdoor lighting failure
  - Americans with Disabilities Act (ADA) issues
  - Automatic door not working
  - Handicap stall broken
  - Elevator malfunctioning

### **Emergency safety issues:**

Call UHM Dept. of Public Safety at (808) 956-6911; and/or

Environmental Health and Safety Office at (808) 956-8660.

- Emergency Safety Issues:
  - Any situation that puts humans or lab animals at risk

### **Non-emergency service disruptions:**

Call the Work Coordination Center at (808) 956-7134 or log onto the website at <http://www.hawaii.edu/efacilities/>

- Non-Emergency Service Disruptions:
  - Electric power outage
  - AC system failure during bad weather
  - Systems testing (generator, fire alarms, etc.)

## **SCHEDULED MAINTENANCE AND SERVICE DISRUPTIONS**

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Building Coordinators are key to effective communication between building occupants/users and service departments, especially facilities personnel responsible for maintaining UHM buildings. Building coordinators are expected to facilitate timely communication of scheduled maintenance and service disruptions to building occupants/users and, likewise, promptly communicate building occupant/user scheduling needs to WCC. OPF will inform Building Coordinators of planned projects that may impact building occupants/users a minimum of 10 working days prior to scheduled start date. In most cases, when work is estimated to have more than a minor impact on occupant/users, OPF will provide at least 2 week notice via the Building Coordinator(s). Scheduled maintenance and service disruption examples include but are not limited to:

- Scheduled Maintenance Service Disruptions
  - A/C shutdown
  - Walkway/transit area obstruction
  - Noise/dust interference with building use
  - Electrical outage
  - Water shutdown
  - Fire Alarm testing

NOTE: The Building Coordinator shall notify WCC/OPF if building occupants/users require a schedule accommodation as soon as possible but no later than 7 calendar days after receipt of notification. A late fee of \$250 will be charged to the occupant/user's unit or department for accommodation requests received on the 8 - 10 calendar day from the notification date to help defray rescheduling costs incurred by OPF. If the accommodation request is received by WCC/OPF less than 48 hours before the scheduled start date and a decision is made to provide the accommodation, the department or unit will be charged a late fee of \$500 and will be billed for any additional actual costs billed to UHM as a result of late rescheduling.

## **EMERGENCY PREPAREDNESS**

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Building Coordinators may also serve as a key contact for emergency preparedness and may serve as a primary resource for their facility in the event of an emergency or disaster.

### **A. PURPOSE**

The safety of all members of the campus community is of primary importance for the University of Hawai'i. The university demonstrates this concern through compliance and enforcement of federal, state, local, and University of Hawai'i System rules and



regulations to which the university is subject. The purpose of this procedure is to further promote safety by ensuring adequate readiness of all UH employees, students, and visitors to promptly, safely, and calmly evacuate a facility in the event of an evacuation alarm signal.

## **B. SAFETY ROLE DEFINITIONS**

1. **Building Coordinator (BC):** From a life safety perspective, the building coordinator may serve as the person responsible for facilitating emergency response for a designated facility. In such case, the BC will act as evacuation coordinator for the facility and will be the facility's primary contact with campus emergency responders. The BC will also coordinate the implementation of the facility's safety inspection program with the assistance of EHSO and UHM DPS. The BC will coordinate the development of Area Specific and Shelter-In-Place Evacuation Procedures with their facility liaison team.
2. **Public Safety:** The UHM Department of Public Safety (UHM DPS) is dedicated to providing & promoting a safe & secure campus and serving the campus community with aloha.
3. UHM DPS provides protection and security for the campus community and the physical plant 24 hours a day, throughout the year. UHM DPS officers patrol and observe the campus for safety and security hazards, and provide special security services to students and the campus community, including presentations on various crime prevention topics.
4. **Fire Safety Evacuation and Notification Procedures:** When the Building Fire Alarm is activated, occupants shall:
  - a) Evacuate the building without delay. Close doors and windows, if possible.
  - b) Notify UHMDPS, via Emergency Call Box or x66911.
  - c) Do not, under any circumstances, silence the building fire alarm.
  - d) When evacuating the building, move away from the building entrance and clear building access for emergency rescue personnel.
  - e) Arrange to have building occupants/users to meet in a specific location away from the building after evacuation. All department/office personnel, students, and visitors should be accounted for.
  - f) Information regarding persons with disabilities who need evacuation assistance should be given to the first responding UHM DPS officers.
  - g) Honolulu Fire Department personnel have training and equipment to assist with evacuation of wheelchair users and other mobility impaired persons. Others who may be ambulatory may be assisted from the building if it can be done safely.
  - h) Evacuate disabled persons who are elevator dependent (when the elevator may not be used), i.e., those with wheelchairs, cardiac and/or pulmonary disabilities, crutches, canes, walkers, etc., using the following procedures:

- i) Escort the person to the closest stairwell or “area of rescue assistance.”
  - ii) If appropriate, assist the person into the stairwell landing and activate emergency call equipment if present. If no emergency call equipment is present, assign someone to inform UHM DPS regarding the person with a disability needing evacuation assistance and specify the person’s access/evacuation location/needs.
  - iii) Remain with the person until s/he is rescued by evacuation personnel.
5. Biosafety Program: A key goal of the biosafety program is to minimize the risk of potential occupational exposure to biological materials in research and teaching environments and to prevent the release of such materials into the environment. This is accomplished through continuous interaction and support of the research community and through regular training. By increasing awareness of basic principles and potential dangers associated with working with biological materials, the program creates a foundation for researchers to conduct their activities in a safe environment.
6. Shelter-In-Place: Some types of incidents may make going outdoors dangerous. Leaving the area might take too long or put people in harm’s way. In such a case it may be safer for people to stay indoors than to go outside.
7. “Sheltering in place” is when people make a shelter out of the place they are in. It is a way for people to make the building as safe as possible to protect them until help arrives. An example of an incident that may require sheltering in place could be the sudden appearance of an armed intruder on UHM campus grounds.

## **C. SAFETY RESPONSIBILITIES**

1. General
  - a. The Building Coordinator is encouraged to work with area specific facility liaisons from UHM DPS, and Environmental Health and Safety to implement a logical and workable facility inspection program (fire safety, lab safety, etc.) and evacuation plan for the building. UHM DPS will participate and assist with the development of standardized emergency plans and protocols as needed.
  - b. Building Coordinators shall follow-up and ensure ‘close-out’ on any incidents or safety issues affecting their buildings and may be informed of incidents and/or issues by UHM DPS if not already involved.
  - c. General Emergency Evacuation Procedures: See Section B. 4 above).
  - d. Area Specific and Shelter-In-Place Evacuation Procedures may be developed by Building Coordinators with assistance from UHM DPS.
  - e. Emergency drills will be conducted in contiguous areas on a regular basis by Building Coordinators in conjunction with other UHM offices, including UHM DPS and EHSO.

2. Departments and Administrative Units

- a. Each campus unit is responsible for ensuring prompt, orderly, and safe evacuation of their assigned space when an evacuation alarm is sounded. This must be accomplished in accordance with the General Emergency Evacuation guidelines established by OSHA.
- b. Area Specific and Shelter-In Place Evacuation Procedures must be developed and posted so as to be readily accessible to building occupants.
- c. Individual administrative units within buildings are responsible for following their Area Specific and Shelter-In Place evacuation procedures when an evacuation drill is conducted.
- d. Building Coordinators and their alternates may have special responsibilities assigned to them for the conduct of drills (e.g., door monitor). If so assigned, they will perform their duties during a drill in the same manner expected for an emergency evacuation.
- e. Building Coordinators are responsible for communicating with UHM DPS or EHSO whenever there is an incident or safety issue in the building.

3. Employees, Students, Visitors

- a. All employees, students, and visitors are required to evacuate an area when the fire alarm sounds. All persons in a facility shall cooperate fully in the conduct of an emergency evacuation. Instructions given by a Building Coordinator to evacuate the building, or instructions prohibiting re-entry into the building, must be followed immediately and completely.
- b. Persons not exiting a facility in the course of an evacuation alarm and for whom no official evacuation duties exist, will be subject to disciplinary or other action deemed appropriate by University authorities.
- c. Individuals are responsible for understanding their Area Specific Evacuation Procedures and the University's General Emergency Evacuation Procedures.

4. **Safety Training for Building Coordinators and Alternates**

Building Coordinators shall be knowledgeable of the changing safety/security situations on campus. To assist them, OPF, UHM DPS, and EHSO / Fire Safety Office (FSO), will hold quarterly informational meetings as well as an annual training session. Attendance at the quarterly sessions is encouraged and attendance at the annual training session is mandatory.

## **SAFETY EMERGENCIES**

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**EMERGENCIES THAT SHOULD BE REPORTED TO POLICE & FIRE AT 911 INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- **Fire**
- **Bomb threat**
- **Critical injury to student, faculty or staff member**
- **Crimes in progress**
- **Medical emergencies**

To maximize the chances of a prompt response to emergencies, Building Coordinators are advised to contact BOTH Police and/or Fire and/or Ambulance, as well as the UHM DPS.

Non-emergencies should be reported to UHM DPS at 808.956.6911, including:

- Suspicious persons and/or vagrants in or around the building
- Violations of university rules and regulations (i.e., bicycles and pets in buildings)
- Theft or vandalism of university and/or personal property

## **CRIME PREVENTION WORKS**

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Most crimes occurring on campus are thefts and most are preventable.

Building Coordinators are asked to assist in our campus community's crime prevention efforts by helping building occupants/users understand and practice simple crime prevention strategies: Keep valuables secured. Purses, wallets, laptops and such should be kept where they cannot be accessed by thieves.

Building Coordinators are like Neighborhood Watch block captains who facilitate information between UHM DPS and their building occupants/users. The OPF team, UHM DPS, and other UH/UHM safety personnel look forward to working with BCs to help make our campus a safe place to live and work.

## **OFFICE OF PLANNING AND FACILITIES**

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The Office of Planning and Facilities is a service-oriented department structured to efficiently manage the maintenance of UHM's facilities and grounds. The five primary areas of OPF include:

Planning: Space management, long range plans.

Campus Services: Trade Shops (Air conditioning, building maintenance workers, carpenter, electrical, key, paint, plumbing and trucking).

Buildings and Grounds: Janitorial, landscaping, grounds, recycling.

Facilities Management: Architect and engineering services, minor projects and renovations under \$4 million, energy management and sustainability, environmental controls and fire alarm, HVAC systems and mechanical maintenance, utility billing and data management, elevator shop.

Support Services: Work Coordination Center, Fiscal, Warehouse, Information Systems, and Human Resources.

### **Work Coordination Center**

The UHM Work Coordination Call Center serves as a central hub. WCC staff receives work requests and will triage and dispatch requests to the appropriate Facilities unit(s) to fulfill requests.

Emergencies: OPF staff responds to emergencies such as health and safety hazards, damage or potential damage to facilities, and loss of facility use. After-hours response is coordinated with UHM DPS.

Work Requests: Work requests shall be submitted when routine repair and maintenance of campus facilities is required, as well as for more complex or infrequent jobs such as move-ins and move outs, disposal of unwanted items, poorly functioning A/C, elevator or other major units affecting health and safety of building occupants. In all cases, OPF will promptly update and/or complete work status reports so that BCs can keep building occupants informed of the progress of work via the AiM system.

Billable Requests: Billable requests involve services outside of routinely scheduled repairs and maintenance that will be billed to a unit as a recovery of costs to OPF. Such requests include, but are not limited to, requests for new keys, construction services, moving furniture, etc. A list of common billable requests and the recovery costs can be found at <http://manoa.hawaii.edu/opf/workrequest.php>.

## **ENVIRONMENTAL HEALTH AND SAFETY OFFICE**

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The EHSO works to promote a healthy and safe campus environment through the development and administration of various health and safety programs. We are located at 2040 East-West Road. Please call 808.956.8660 or visit our website [www.hawaii.edu/ehso](http://www.hawaii.edu/ehso) for more detailed information about the programs listed below.

Occupational Health and Safety Program – assess and monitors potential workplace hazards. Conducts inspections of on and off-campus facilities, laboratories and operations for compliance with federal and state rules and regulations related to workplace safety and health. Responds to complaints and requests for hazard evaluations.

Environmental Protection Program – monitors University operations for compliance with federal and state rules and regulations related to storm water management, water and air pollution.

Fire Safety Program – monitors campus facilities and operations for compliance with applicable fire codes. Conducts inspections, provides training and maintains campus fire suppression equipment.

Hazardous Materials Management Program – manages the transportation, segregation, consolidation and storage of potentially hazardous chemicals; manages the disposal of hazardous wastes generated by University operations in accordance with federal and state rules and regulations.

Radiation Safety Program – monitors the procurement, use, storage and disposal of radioactive isotopes and radiation sources in accordance with the University's Nuclear Regulatory Commission license.

Diving Safety Program – supports SCUBA and compressed gas diving operations in research and educational programs and ensures that they are conducted in a safe manner. Provides training courses and offers inspections of diving equipment to be used under UH jurisdiction. Compiles reports on UH scientific diver activity and investigates accidents and complaints related to UH diving.

Training – The EHSO offers numerous training classes to help meet regulatory requirements and to help ensure the safety and health of our campus community. For more information, see the Training Information link on our homepage ([www.hawaii.edu/ehso/training.pdf](http://www.hawaii.edu/ehso/training.pdf)).

## **DEPARTMENT OF PUBLIC SAFETY**

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The UHM Department of Public Safety (DPS) provides protection and security for the campus community and the physical plant at UH Mānoa 24 hours a day, throughout the year.

The DPS patrol is responsible for enforcing UH Mānoa rules and regulations. Its duties include detecting fires, detaining trespassers, preventing theft and vandalism, and investigating reports of suspicious persons and incidents. Upon a reasonable request, officers will provide an escort service from dusk to dawn for students and employees. Sixty-eight red emergency call boxes with blue lights for easy nighttime identification are located throughout the campus to provide instant communication with DPS.

## **RISK MANAGEMENT**

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The Office of Risk Management is a UH System office that manages the property and liability insurance program for all campuses in the University of Hawai'i System. They are located on the UHM campus and can be reached by phone at 808.956.7423 or through their website <http://www.hawaii.edu/riskmanagement/>.

## **BUILDING KEYS AND ELECTRONIC CARD ACCESS**

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Keys may be picked up from WCC during normal business hours. For general information and non-emergencies, contact the Work Coordination Center, 808.956.7134, by email at [manoawcc@hawaii.edu](mailto:manoawcc@hawaii.edu) or place a work order via the eFacilities AiM website at <http://www.hawaii.edu/efacilities>. For emergencies and after-hours lock-outs, call UHM DPS at 808.956.6911.

## **GREEN UH / SUSTAINABILITY / RECYCLING**

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The University of Hawai'i at Mānoa has a deep commitment and responsibility to sustainability and is a member of the Association of Advancement for Sustainability in Higher Education (AASHE). Through information sharing and benchmarking, UHM can evaluate and focus on sustainability in six (6) major categories: administration, climate change and energy, food and recycling, green building, student involvement, and transportation. Sustainability is shared by each and every member of the campus community. A major goal for the University is to lead the nation in achieving sustainability in all areas of university operations, including responsible resource usage and energy management. Through multiple efforts led by students, faculty, and OPF staff, the UHM campus has collectively made sustainability a priority from Green Building to Utility Metering.

1. **RECYCLE** – Recyclable materials include writing paper, cardboard, plastic and glass bottles, metal food and aluminum. Keeping rubbish separate from recycling is critical! To get started, visit <http://manoa.hawaii.edu/landscaping/recyclingpage/recycle.php>
2. **ENERGY**– We encourage building occupants to turn off artificial lighting when natural light is sufficient and turn off all nonessential lighting (classrooms and office space) when not in use, particularly during nights and weekends. Turning off energy-consuming office equipment, such as computers and monitors, fax machines, printers, copiers and window air conditioning units when not in use will also reduce energy consumption.
3. Additional UHM Energy Management and Sustainability information can be found here: <http://manoa.hawaii.edu/facilities/energymgmt.php>
4. **MĀNOA GREEN DAYS** -- The purposes of Mānoa Green Days are to 1) to provide information on sustainable energy initiatives of campus buildings, 2) to drive collaboration between campus constituents - promote partnerships, and 3) to communicate progress and energy conservation results of campus buildings: <http://manoa.hawaii.edu/opf/mgd.php>
5. **WALK, BIKE, CARPOOL, AND USE PUBLIC TRANSPORTATION.** UH Mānoa acknowledges the advantages associated with the use of bicycles, skateboards and coasting devices as a means of convenient and energy efficient transportation on campus. Members of the UHM community can also benefit from Honolulu’s premier public transportation bus system and from other alternate forms of transportation. Information about our Move With Aloha program can be found here: <http://www.manoa.hawaii.edu/movewithaloha/>
6. **KEEP OFFICE** and academic spaces at 76 degrees whenever possible. Dress appropriately. Report energy issues to the Work Coordination Center, 808.956.7134.
7. **CONSERVE WATER** -- Report water leaks and dripping faucets to the Work Coordination Center, 808.956.7134

## **TIPS FOR SUCCESS: IT IS HELPFUL WHEN A BUILDING COORDINATOR:**

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1. Has an office within their designated building
2. Is familiar with building entrances, access controls, doors and key systems
3. Is familiar with the building, occupants, special department equipment, labs and research areas



4. Is familiar with the roles and function of the various offices and lead individuals within Office of Planning and Facilities units
5. Is familiar with the various services provided by University of Hawai'i at Mānoa
6. Provides regular feedback to UHM offices and individuals to assist them in improving services and communications
7. Participates in both quarterly information meetings and the annual training program

## **RESOURCES AVAILABLE TO THE BUILDING COORDINATOR**

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1. Dedicated Building Coordinator Program website -
2. Online service request, work order tracking, and customer feedback page -
3. Quarterly Information Sessions
4. Building Coordinator Training Program (including EHSO, UHM DPS and any relevant equipment and safety certification programs)
5. Facilities resource publications -
6. Work Coordination Center, open 7:30 am – 4:15pm, M-F except holidays.
7. After hours of operation for Work Coordination Center call UHM DPS at 956-6911.
8. Building Coordinator listserv (email) for communications and facility/safety announcements. List will be updated as new coordinators and/or alternates are confirmed by the BC Manager.
9. Frequent opportunities to provide feedback and network with other Building Coordinators