



## BUILDING DIRECTORS – TERMS OF REFERENCE

### 1. INTRODUCTION

- In each University building, a staff member is appointed as Building Director (BD) by the Dean responsible for the area or, in the case of administrative buildings, by the senior Director. In the absence of a senior Director, the BD is assigned by Facilities Management and Ancillary Services (FMAS).
- Building Directors in larger buildings or building complexes may opt to appoint Deputy Building Directors to assist them. In such cases, the following Terms of Reference shall apply to the Deputy Building Directors to the extent that responsibility has been transferred to the Deputy BD by the BD.
- Deans or Directors responsible for appointing BDs shall advise FMAS of any new appointment of a Building Director or Deputy Building Director. Various models exist for this position on campus, including dedicated Building Directors hired specifically for this purpose. Staff members who accept this designation usually take on the responsibilities delineated below in addition to the duties associated with their official staff appointment. As a result, additional support and/or relief from their official staff responsibilities may be required during periods of high BD demand (ex: moves, renovations).

### 2. AUTHORITY

These Terms of Reference are issued by the Associate Vice-Principal (Facilities Management and Ancillary Services) and shall constitute the necessary authority for Building Directors (and Deputy Building Directors to the extent that responsibility has been transferred to them) to carry out their functions. Their scope of authority extends to all space in their respective buildings having due regard for departmental, faculty and University jurisdictions where required.

### 3. ROLES & RESPONSIBILITIES

#### 3.1 Roles

Building Directors perform the following roles:

- A **liaison role** between building users and the service departments involved in the management, operation and upgrade of McGill's facilities, the safety and security of the campuses and the planning and allocation of space. These include:
  - [FMAS Operations](#):
    - [Building, Grounds, Events Support, Printing and Mail Services](#)
    - [Building Operations \(Downtown\)](#)
    - [Macdonald Campus Operations](#)
    - [Utilities and Energy Management](#)
  - [Campus Planning and Development](#)
  - [Design Services](#)
  - [Project Management](#)
  - [Campus Public Safety](#):
    - [Emergency Management and Preparedness](#)

- [Security Services](#)
- [Fire Prevention](#)
- [Parking and Transportation Services](#)
- [Environmental Health and Safety](#)
- [Hazardous Waste Management](#))
- [Risk Advisory and Insurance Services](#)

**Note:** It is understood that these units shall maintain an ongoing dialogue with BDs regarding any anticipated or current activities in their buildings.

- A liaison role between emergency responders and building occupants in the event of emergency

**Note:** Building Directors must provide Security Services ([campus.security@mcgill.ca](mailto:campus.security@mcgill.ca)) and the Facilities Call Centre access to their buildings' LISTSERVs to allow direct communication with all building occupants in case of emergency and/or in the absence of the BD

- An advisory role to the Associate Vice-Principal (Facilities Management and Ancillary Services) or his/her delegate on matters affecting the operation of the building, and to the Campus Planning and Development Office on matters concerning space allocation

### 3.2 Responsibilities

#### COMMUNICATION

- Maintain a **LISTSERV** (electronic mailing list) of building occupants and other regular users for each building.
  - Contact IT Services for support, if required: <http://www.mcgill.ca/it/>
  - Share electronic mailing list of building occupants and/or regular services with FMAS units on request.
- Responsibility for informing building occupants and other regular users of the building of the University's **Building Policies** (available [here](#)) and for their application, as well as of the **services** provided by FMAS (list of services and how to request them available [here](#)).
- Responsibility for informing building occupants and other regular users of the building of the operations and interventions planned in the building by any of the FMAS departments.

#### BUILDING MAINTENANCE & CONSTRUCTION/RENOVATIONS

- Acquire thorough knowledge of building activities and specific needs of occupants based on space usage.
- Advise Building Operations or Buildings, Grounds and Special Events, via the Facilities Call Centre, at [fcc.fod@mcgill.ca](mailto:fcc.fod@mcgill.ca), 514-398-4555 or via [FAMIS](#) of any building/grounds problems or urgently-needed repairs. The status of the service request can be viewed by BDs in FAMIS.
- Help FMAS departments coordinate all building cleaning, maintenance, systems shutdowns<sup>1</sup> and construction/renovations<sup>2</sup>, as required.
  - <sup>1</sup>Consult with users on potential impact of planned building systems shutdowns and plan accordingly with project manager.
  - <sup>2</sup>Appendix on Construction/Renovation forthcoming

## SAFETY & SECURITY

When first appointed, Building Directors receive one-on-one training with Campus Public Safety (CPS) units regarding emergency procedures and their role in safety, preparedness and response. At any time, BDs can contact CPS to receive training or a refresher on these topics. See the FMAS Services webpage for more information on the [Training](#) CPS offers.

- Communicate and coordinate with **Security Services** (514-398-3000 Downtown and 514-398-7777 at Macdonald Campus) in case of an emergency.
- As Building Directors may be called upon in an emergency, provide emergency contact information, including an after-hours phone number to [Emergency Management and Preparedness](#) and review or update their information once a year. *(This information is stored securely and accessed only for emergency purposes.)*
- Assist the [Fire Prevention Office](#) (FPO) by:
  - Maintaining a current contact list of members of the building's emergency evacuation team
  - Providing support in scheduling emergency evacuation training
  - Supporting the coordination of annual fire drills
  - Advising occupants of annual fire alarm inspections in advance
  - Keeping FPO informed of any hazards specific to a building
  - Assisting in informing occupants of [fire emergency procedures](#)
- Support [Security Services](#) personnel in the conduct of security audits and the introduction of appropriate means and methods to ensure building security.
- In consultation with [Environmental Health and Safety](#) personnel, assist in identifying the full-time employees in the building best suited to undergo first aid and cardiopulmonary resuscitation training.
- When needed, assist **Environmental Health and Safety** staff in matters related to occupational health and safety.
- In buildings, housing, laboratories or workshops, liaise with [Hazardous Waste Management](#) in matters pertaining to the disposal of chemical, biological and radioactive wastes. In buildings with regular demand for hazardous waste disposal services, the appointment of hazardous waste coordinators is suggested.

## BUILDING ACCESS & USE

- Communicate and monitor building opening and closing hours and ensure they are publicly displayed (See Building Hours in [Building Policies](#)). Communicate any discrepancies to Security Services.
- Communicate and coordinate with Utilities and Energy Management on HVAC systems operating hours and [approve all changes](#) to these hours, whether temporary or permanent.
- Control the distribution and return of all internal keys, maintain a registry of keyholders, and manage the LENEL card access system for the building. Authorize, in consultation with Security Services and the department concerned, access to a building, room or area during “silent” hours (defined as the hours the building, room or area is not normally considered open: see [Building Hours](#)).

- Approve the distribution of pamphlets, leaflets, etc., the posting of notices, the setting up of counters, voting stations, etc., and the installation and use of public display screens.
  - **Note:** Distribution of pamphlets/leaflets is not permitted in classrooms, conference rooms, seminar rooms, amphitheaters, lounges, and cafeterias and should be distributed at a table set up in the main floor lobby of the building.

## SPACE ALLOCATION

- Provide assistance and information to Vice-Principals, Deans, Chairs and other academic/administrative managers regarding space allocation, in consultation with Space Management Coordinators and Campus Planning and Development.
- Support and collaborate with Space Management Coordinators by:
  - Keeping track of changes in occupancy and usage of spaces (room by room space allocations in the building)
  - Conducting regular space verifications as required
  - Facilitating the process of updating space data and maintaining the accuracy of the Space Inventory System
  - Assisting in the reporting of all space usage or occupancy changes back to Campus Planning and Development
  - Supporting the internal management of space requests (between various faculties and/or departments)
- Coordinate with the users and with the relevant FMAS departments, as appropriate, the temporary assignment of space for conferences, entertainment and other special events not related to regular academic activities, and approve such events as per the Building Policies.
  - **Note:** Departments or groups wanting to open a building during silent hours, on Saturday, Sunday, or Statutory holidays outside of the normal building hours will be required to cover any additional expenses (\$). Departments are to submit their requests by e-mail to [special.events@mcgill.ca](mailto:special.events@mcgill.ca) identifying the event /reason building is to be opened, date to be opened, start and end time the building is to be opened, and rooms numbers to be opened and serviced, etc.