



## BUILDING CHAIRPERSON POLICY

No: SAAP 6-2

**Date:** January 2024 (revised)  
January 1998—Rev.(2)

**Authority:** Wis. Admin. Code Chapter UWS 18 (Conduct on University Lands)  
Wis. Admin. Code Chapter UWS 21 (Use of University Facilities)

**Initiator:** Vice Chancellor of Finance & Administrative Affairs

**Responsible Party:** Associate Vice Chancellor, Facilities Planning & Management

---

- I. Purpose. Each building at UWM has a designated chairperson who supports certain management aspects of the building. This policy explains the process for designating, along with the functions of, the individual who serves as a building chair.
- II. Process.
  1. Appointment. The Associate Vice Chancellor for Facilities Planning & Management or their designee (“AVCFPM”) is responsible for identifying and naming a building chair for each building at UWM. A list of current building chairs may be found online at <https://uwm.edu/facility-services/building-chairs-alternates/>.
  2. Meetings. The AVCFPM will convene at least one meeting of building chairs per year and as otherwise necessary to share information relevant to their functions. The AVCFPM will also coordinate the provision of periodic training for building chairs to enable them to fulfill the duties outlined below.
- III. Functions. A building chair is responsible for the following:
  1. Sharing relevant information with building occupants, including:
    - a. Facilities-related information such as construction updates or maintenance impacts.
    - b. Safety and security information such as building access restrictions, safety drills (i.e., fire, tornado, or active shooter), and campus safety training opportunities being held in the building.

Note: Campus safety training opportunities are available from University Safety and Assurances (<https://uwm.edu/safety-health/>) and University Police (<https://uwm.edu/police/services/department-services/safety-training/>).

2. Serving as liaison between building occupants and Facility Services for any facility-related service issues, including:

- a. Notifying Facility Services of service needs in areas not under the direct supervision of a department (i.e., roofs, corridors, rest rooms, building exteriors, etc.)

Note: Service requests should be made via the online service request system or via email ([servicerequest@uwm.edu](mailto:servicerequest@uwm.edu)). Urgent service requests should be made via telephone to the Facility Services dispatcher. Contact information for urgent requests may be found here: <https://uwm.edu/facility-services/service-requests/>.

- b. Helping individual occupants or departments coordinate any service needs within the building.

3. Make a recommendation to the AVCFPM as to the following:

- a. which portions of the building should be closed to the public, if any, and when.
- b. any applicable rules as to use of the building by minors, consistent with Wis. Admin. Code Chapter UWS 18 and UWM's Facility Access and Use Policy for Guests (SAAP 6-9).

Such recommendations should be made in consultation with relevant stakeholders such as building occupants, Facilities Planning & Management, and the Registrar's Office classroom assignment personnel, as applicable.

4. Coordinating required postings and signs in the building, including:

- a. Assist Facility Services and Campus Planning in determining the placement of bulletin boards and signs within the building.
- b. Maintain legally-required workplace postings, as updated by Human Resources, on a designated building bulletin board.
- c. Post public building hours, as determined by the Chancellor or their designee, consistent with Wis. Admin. Code sec. UWS 18.07(2), (3), after the process in paragraph 3 above.

5. Assisting building occupants in monitoring and reporting behavioral incidents in the building to the relevant UWM office.

- a. In an emergency where safety or property is threatened, behavioral incidents should be reported to the UWM Police Department or local police department using the emergency number.

- b. Students: Behavioral incidents in a UWM building involving a UWM student should be reported to the UWM Dean of Students office via its online reporting system on its website at <https://uwm.edu/deanofstudents>.
  - c. Employees: Behavioral incidents in a UWM building involving a UWM employee should be reported to the employee's supervisor or Human Resources. UWM's Human Resources Department may be reached at [hr-contact@uwm.edu](mailto:hr-contact@uwm.edu).
  - d. Guests: Behavioral incidents in a UWM building involving guests should be reported to UWM Police Department consistent with UWM's Facility Access and Use Policy for Guests (SAAP 6-9).
- 6. Coordinating any actions related to the restriction of access to the building or designation of non-public areas with UWM Police Department and Facilities Planning & Management, including placement of signage.
  - 7. Supporting safety drills (fire, tornado, etc.) and maintaining any building-related emergency preparedness information or documentation, including any necessary Continuity of Operations Plan (COOP), Emergency Operations Plan (EOP), and Patron Access reports, including building ban letters.
  - 8. Identifying an alternate building chair and floor captain(s) and notifying the AVCFPM who is serving in these roles.
  - 9. Attending the annual building chairs meeting, or as otherwise reasonably requested, to discuss building-related issues.