

## STANDARD ADMINISTRATIVE PROCEDURE

### **41.99.99.M0.01 Building Proctor Position**

*Approved November 5, 2008*

*Revised June 6, 2012*

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#### **Standard Administrative Procedure Statement**

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This SAP addresses the designation and responsibilities of a building proctor in the event that a Facilities Coordinator/Manager/Director is not employed to oversee operations of a TAMU building. Facility Coordinator's responsibilities are inclusive of those assigned to building proctors as explained in this SAP.

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#### **Official SAP**

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#### **1. DELEGATION OF RESPONSIBILITY**

- 1.1 The President of Texas A&M University - College Station designates the highest ranking TAMU building facility personnel of the departments or agencies located in or having space assigned in a College Station campus building as being responsible for designating an employee as the Building Proctor for that building. In the absence of a facility coordinator/director, the highest ranking administrator (i.e., Dean, Director or Department Head) of the building is responsible for designating the Building Proctor. In the situation where two administrators of equal title share a facility, the department or agency that occupies the predominant portion of the facility (or as agreed by the administrators) will appoint the Building Proctor. As required or as necessary, the term of a building proctor is determined by the appointing administrator. Ranking administrators shall report building proctor designation and any change in building proctor designation to the Office of Facilities Coordination. Facilities Coordination is responsible for maintaining a current TAMU building proctor assignment database and will post updated proctor information on the FCOR website for access by TAMU and SSC personnel. Ranking administrators should also ensure that there is at least one individual in the facility who will serve as the alternate in the proctor's absence or unavailability. The alternates' names and contact information will be provided to FCOR and posted online. Job descriptions for Building Proctors and alternate Building Proctors shall be revised to include the proctor responsibilities. Departments are strongly encouraged to provide additional compensation for the proctor based upon the additional scope of work.

- 1.2 Departments or colleges with facilities that entail more complex management requirements may employ a Facilities Coordinator to manage the building operation coordination on a full-time basis. All duties identified in this SAP must be performed by full time employees (faculty or staff) and may include after hours and weekend calls, as necessary. Responsibilities will also include additional duties as determined by the employing department.
- 1.3 Designated building proctors should meet the following qualifications:
  - Have a minimum of 2 years of experience on campus. (Exceptions can be made for full time facilities personnel.)
  - Complete building proctor training within 6 months of designation. See paragraph 3.9.
  - Must be available 24/7. In the absence of the building proctor for official leave or other reasons, an alternate proctor must be available.

## 2. OTHER RESPONSIBLE PARTIES

- 2.1 Building Proctors of complex facilities, with the approval of the respective department head, will identify Area Proctors to address the specific area needs of the facility if appropriate. Area proctor responsibilities shall include emergency evacuation planning for the respective floor, communicating with department liaisons and Building Proctors, and performing the duties as assigned in the emergency evacuation plan. Templates for how to create building evacuation plans can be found located at <https://ehsd.tamu.edu/Pages/FireLifeSafety.aspx> or call Environmental Health and Safety (EHS) at 845-2132.
- 2.2 Where applicable, each department occupying space in a building shall appoint an individual to serve as a communication liaison between the department, Area Proctor, and Building Proctor.

## 3. BUILDING PROCTOR RESPONSIBILITIES

- 3.1 **Act, as authorized by this SAP**, with the concurrence and knowledge of the ranking administrator(s) on significant issues, and delegate or defer duties described in this section to other individuals within their facility.
- 3.2 **Coordinate communication** between building occupants, SSC, Utilities & Energy Services (UES), EHS, University Police Department, local fire departments, and any other interests in facility related issues.
  - 3.2.1 **Coordinate information to and from AggieWorks** regarding **SSC and UES** operations that affect work conditions in the building. The Building Proctor serves as the single, central coordination point for information about the building to include custodial, plumbing, utilities, energy conservation, building automation systems, electrical systems, facility equipment, hazardous conditions, damaged walls, floors and ceilings and leaks.

- 3.2.2 **Coordinate scheduled outages with AggieWorks.** Coordination and scheduling of outages and services will be handled by the Building Proctor to reduce down time and minimize disruption of work processes. **SSC and UES** will work with the proctor to ensure (s)he is informed of correct procedures for requesting needed services.
- 3.2.3 **Coordinate space usage inventory** with the Office of Facilities Coordination unless the administrator(s) has designated another position to be responsible for this task.
- 3.3 **Coordinate security** by ensuring that procedures are in place and carried out for locking the building, as determined by the use of building. Coordinate access to controlled areas of the building. This will be done with the concurrence of the ranking administrator. In the event that a lapse in building security is identified, the Building Proctor should be contacted as soon as possible.
- 3.4 **Communicate with building occupants** regarding safety, construction, road delays, and project progress, if applicable.
- 3.5 **Act as primary contact for emergency response** in the event of a fire, bomb threat, chemical spill, or other emergency. The Building Proctor will be the central contact person for the gathering and dispersal of information to and from the occupants. The Building Proctor will take direction from and work with the emergency responders as an information resource and liaison with building occupants. Ensure that first responders have access to controlled areas of the building.
- 3.6 **Coordinate evacuation planning** with EHS. The proctor should maintain a current emergency evacuation plan (in accordance with *Annex E: Evacuation of the Texas A&M University Emergency Operations Plan*). The proctor will coordinate (as needed, depending on the size of the facility) with area proctors to assist with evacuation drills, and identification of fire safety and hazardous conditions as outlined in the emergency evacuation plan located at <https://ehsd.tamu.edu/Pages/FireLifeSafety.aspx>.
- 3.7 **Coordinate access** for safety evaluations and inspections and coordinate corrective actions identified by the safety evaluations including EHS, UES, SSC, and Facilities and Dining Administrations (FDA).
- 3.8 **Coordinate energy conservation** in conjunction with Utilities & Energy Services. The proctor will work to ensure that the facility is operated efficiently by ensuring that energy conservation and efficiency is a priority for all occupants. The Building Proctor will work closely with the assigned Energy Steward, to act as a liaison to communicate with occupants, and to identify and implement conservation opportunities. If an Energy Steward has not been assigned, the Building Proctor will coordinate all conservation requests through the Aggie Works Center.
- 3.9 **Complete Building Proctor training.** The Facilities Managers Working Group will work with EHS to establish minimum training requirements for Building Proctors. Information

about required training will be maintained at the Facilities Managers Working Group webpage, <http://fmwg.tamu.edu>.

- 4.0 **Coordinate common space usage** (unless controlled by registrar) for events, including afterhours use. Events held on the exterior of the building must be scheduled with Facilities Coordination.

4. OTHER DUTIES AS REQUIRED

- 4.1 Facilitate scheduling of common areas in the building, if applicable.

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**Contact Office**

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Contact Executive Vice President for Finance and Operations for SAP clarification and interpretation.