STANDARD ADMINISTRATIVE PROCEDURE

41.99.99.M0.01 Building Proctor and Facility Coordinator Positions

Approved November 5, 2008
Revised June 6, 2012
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Standard Administrative Procedure Statement

This SAP addresses the designation and responsibilities of a building proctor in the event that a Facilities Coordinator 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.

Official SAP

1. DELEGATION OF RESPONSIBILITY

1.1 The President of Texas A&M University - College Station designates the highest ranking administrator (i.e., Dean, Director or Department Head) of the departments or agencies located in or having space assigned in a building operated by TAMU as being responsible for designating an employee of TAMU as the Building Proctor for that building. 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 should report building proctor designation and any change in building proctor designation to the Aggie Works Center. The Aggie Works Center is responsible for maintaining a TAMU building proctor assignment database. 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. Job descriptions for Building Proctors and alternate Building Proctors shall be revised to include the proctor responsibilities.

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.

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. 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 located at https://ehsd.tamu.edu/Pages/FireLifeSafety.aspx or call Environmental Health and Safety (EHS) at 845-2132.

2.2 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, Facilities Services, Utilities & Energy Management (UEM), EHS, University Police Department, local fire departments and any other interests in facility related issues.

3.2.1 **Coordinate information to and from Aggie Works Center** regarding Facilities Services and UEM 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 Aggie Works Center. Coordination and scheduling of outages and services will be handled by the Building Proctor to reduce down time and minimize disruption of work processes. Facilities Services and UEM will work with the proctor to ensure the proctor is informed of correct procedures for requesting needed services.

3.2.3 **Coordinate space usage inventory** with the Office of Facilities Coordination.

3.3 **Coordinate security** by assuring that procedures are in place and carried out for locking the building, as determined by the use of building. This will be done with the concurrence of the ranking administrator. In the event a lapse in building security is identified, the Building Proctor may be contacted.

3.4 **Communicate with tenants** regarding safety, construction, road delays, and progress, if applicable.
3.5 **Act as 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.

3.6 **Coordinate emergency preparedness** in conjunction with EHS. The proctor should maintain a current emergency evacuation plan (in accordance with the *Texas A&M University Crisis Management 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](https://ehsd.tamu.edu/Pages/FireLifeSafety.aspx).

3.7 **Coordinate access** for safety evaluations and coordinate corrective actions identified by the safety evaluations.

3.8 **Coordinate energy conservation** in conjunction with Utilities & Energy Management. 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 **Participate** in Building Proctor training.

4. **OTHER DUTIES AS REQUIRED**

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

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**Contact Office**

Contact [Vice President for Finance and Administration](mailto:finance-administration@tamu.edu) for SAP clarification and interpretation.