

Please forward all inquiries to local 6500 or email facility@viu.ca

Chelsea Thiele – local 6500 Facilities Assistant	Cathy Barber – local 6502 Facilities Assistant	Laura Landry – local 6501 Clerk Typist	Sandra Chow – local 6507 Office Coordinator
Secretarial support to the Manager, Buildings & Grounds and Manager, Building Systems	Secretarial support to the Manager, Buildings & Grounds and Manager, Building Systems	Secretarial support to Campus Development – Planners & Facilities Office	Administrative support to Director, Interim Associate Director, Facilities Services, Facilities Coordinator, Manager, Building Systems
Emergency Response <ul style="list-style-type: none"> • Fire • First Aid • FSCD Emergency Manual, distribute updates provided by office coordinator • Incidents – assistance phones, callboxes, security • Monitoring – bldg. Tests • Phone & Pager 	Emergency Response <ul style="list-style-type: none"> • Fire • First Aid • Incidents – assistance phones, callboxes, security • Monitoring – bldg. Tests • Phone & Pager 	Emergency Response <ul style="list-style-type: none"> • Fire • First Aid • Incidents – assistance phones, callboxes, security • Phone & Pager 	Emergency Response <ul style="list-style-type: none"> • Coordination of campus safety • Fire • First Aid • FSCD Emergency Manual • Incidents – assistance phones, callboxes, security • Intrusion system • Passcard assignments • Monitoring – bldg. Tests • Phone & Pager
Facilities Services <ul style="list-style-type: none"> • Dispatch Facilities personnel in the event of emergencies • Facilities Services email (backup) • Fleet vehicle bookings, maintenance, insurance • Prepare Courier packages • Provide front line reception • Schedule & support departmental meetings • FIS Update 	Facilities Services <ul style="list-style-type: none"> • Building access & scheduling • Dispatch Facilities personnel in the event of emergencies • Facilities Services email (backup) • Prepare Courier packages • Provide front line reception • Schedule & support departmental meetings 	Facilities Services <ul style="list-style-type: none"> • Bike Lockers • Dispatch Facilities personnel in the event of emergencies • Filing system • Projects 	Facilities Services <ul style="list-style-type: none"> • Coordination of FSCD office • Office process development • Emergency Operations Binder • Distribution of mail • Schedule & support departmental meetings • HR/Vacation Schedule • Process timesheets • Insurance Claims • Notice of Works – Shut Downs
Service Requests <ul style="list-style-type: none"> • Building/Card Access • Janitorial • Keys • Pest Control 	Services Requests <ul style="list-style-type: none"> • Building/Card Access • Signage • Work Orders • Additional Janitorial Requests • Material Handling Requests 	Photo ID <ul style="list-style-type: none"> • Employee/Student Cards (start up, as needed basis) • Maintain filing system • Supplies 	Photo ID <ul style="list-style-type: none"> • Supervise Photo ID office

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JOH&S Committee <ul style="list-style-type: none"> Support and tour reports FSCD Safety committee support, Shops meeting support 	Financial <ul style="list-style-type: none"> Department chargebacks Student Union Billing Budget Summary Open PO Purchase Requisitions Fiscal year end 	Financial <ul style="list-style-type: none"> Budget Summary Chargebacks Fiscal year end Furniture and equipment budget PO and Purchase Requisitions 	Financial <ul style="list-style-type: none"> Budget Summary Fiscal year end
Snow/Ice <ul style="list-style-type: none"> Binder updates Form updates Schedule orientation 	Snow/Ice <ul style="list-style-type: none"> Prepare/maintain bulletin board and all documents required for the snow assembly room 	Support for Capital & Operational projects	Snow/Ice <ul style="list-style-type: none"> Postings Create appointments Process timesheets
	Shipping & Events <ul style="list-style-type: none"> Liaise with Shipping to coordinate Facilities requirements for events & activities on campus 	Events & Special Projects	Campus Notifications <ul style="list-style-type: none"> Communications
			Website <ul style="list-style-type: none"> Facilities Services Photo ID