

## Facilities Services and Campus Development Managers' Areas of Responsibility

Parking & Security Officers to Use This Sheet as a Call-Out Decision Matrix

Acting Manager, Buildings & Grounds	Manager, Building Systems	Acting Director, Facilities Services & Campus Development
<b>Owen Pearson</b>	<b>Daryl Amos</b>	<b>Wayne Hiles</b>
<b>Preferred Telephone (250)618-1465</b>	<b>Preferred Telephone (250)668-0840</b>	<b>Preferred Telephone (250)619-6753</b>
Second Phone (250)585-6183	Second Phone (250)758-5483	Second Phone (250)751-1901
When Manager B&G not available, call Manager Sys.	When Manager Sys not available, call Manager B&G	When Manager B&G and Manager Sys are not available, call the Director.
Janitorial & cleaning issues	Heating Ventilating and Air Conditioning (HVAC) issues	
Security issues (locks, hardware)	HVAC Control issues	
Waste & Recycling disposal issues	Electrical maintenance issues	
Building envelope issues (roofs, walls, doors, windows, etc.)	Fire Alarm Systems	
Carpentry	Assistance Call Systems / Elevator Phones	
Grounds maintenance issues, flora and fauna	Door Access Control systems	Parking & Security MUST Call the Director FSCD for all of the following conditions, in addition to calling the responsible Manager:
Fire suppression sprinkler systems	Intrusion Alarm Systems	- Criminal Activities on Campus
Fire hydrant systems	Kitchen Appliances	- Injury or death on Campus
Fire extinguishers	Food Storage refrigeration issues	- Emergency Vehicles called to Campus
Shipping / receiving	Natural Gas piping and delivery systems	- Break & enter activities discovered
Mail deliveries	Kitchen Range Hoods	- Fire on Campus, or fire alarm sounded
Snow and Ice Control (Manager responsible)	Snow and Ice Control (support)	- Structural failure of a building, portion of building, or system.
Vehicle fleet maintenance		
Furniture maintenance		
Elevators		
Vandalism repairs		
Signage repairs		
Cowichan Campus Buildings & Grounds role	Cowichan Campus Systems role	
Cowichan Trades Centre Buildings & Grounds role	Cowichan Trades Centre Systems role	
Parksville Campus Buildings & Grounds role	Parksville Campus Systems role	
Deep Bay Buildings & Grounds role	Deep Bay Systems role	
Powell River Buildings & Grounds role	Powell River Systems role	