1.0 INTRODUCTION

This policy authorizes the appointment of building supervisors for all UW-Stout buildings, and describes the responsibility of those supervisors. Building supervisors are responsible for the following as related to the specific building supervised: advising on remodeling, use of space, building access outside normal posted building hours, authorized special use of building facilities, security and general health and safety.

The building supervisor is responsible for developing building-wide policies and procedures. The chancellor will appoint building supervisors (see Appendix).

Building supervisors are not responsible for building custodial or maintenance workers, or the mechanical spaces of the building, but act as liaisons with Physical Plant maintenance supervisors.

Hallways, entrance spaces, and building bulletin boards are the responsibility of building supervisors.

References to other policies and administrative procedures:

- UW-Stout policy #76-3, Facility Use
- UW-Stout policy #89-50, Disability Accommodation Policy for Employees
- UW-Stout Administrative Procedure 051: Space Allocation and Utilization
- UW-System UPS Operational Policy: GEN 2 — Standard Office Hours and Legal Holidays and Other Institution Closures

2.0 GUIDELINES FOR IMPLEMENTATION

Building Supervisors’ Specific Responsibilities

2.1 Facility Space Assignments and/or Facility/Grounds Modifications

The building supervisor provides advice on space assignments and remodeling requests to ensure that they are appropriate to the function of the space and meets the needs of the assigned personnel. The building supervisor assures that space use and assignment are consistent with the Campus Physical Development Plan. The approval process requires the use of the Space Request process described in Administrative Procedure 051: Space Allocation and Utilization. A Space Request is required whenever a room is reconfigured, reassigned or repurposed, either permanently or temporarily.

2.2 Scheduled Use

For classroom scheduling, refer to the Facility Use policy (#76-3).
The building supervisor approves any temporary departure from the scheduled normal and routine use of the facility.

2.3 Building Hours

All buildings have established regular building hours. If there is a need to have a building or secure area(s) open to students or the general public, outside the normal weekday building hours, on weekends, holidays or academic breaks, the Building Supervisor must be notified, and approve the changes. The chancellor may adjust opening and closing hours and intermission periods as the institution’s needs otherwise require. **Refer to UPS Operational Policy-Gen 2.**

The Custodial Services superintendent must also be notified by the building supervisor of changes made to building opening and closing hours. The notification and approval is through the after hours and weekend opening request. The after hours and weekend request form is available on the Physical Plant web page.

2.4 Security

The building supervisor or designee will be notified by the University Police of any breach of security within the building, such as lost keys, open doors after closing hours and unauthorized presence. The building supervisor has the final authority to approve/disapprove all key requisition requests for the building prior to submitting the requisition to Physical Plant.

The director of Physical Plant has the authority to issue building master keys to operations, maintenance and contractor personnel.

2.5 Safety/ADA

The building supervisor is the central contact with regard to any safety hazards and ADA issues within the building (see Disability Accommodation policy #89-50 for more information).

Code compliance and ADA issues will be reviewed by the Physical Plant department. Safety issues will be reviewed by Safety and Risk Management.

2.6 Building Emergencies

The building supervisor is the first response individual for building emergencies.

**Appendix** – List of Building Supervisors

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If you have questions or comments, email [parq@uwstout.edu](mailto:parq@uwstout.edu).