Building Monitor
Job Description

General Description: A Building Monitor is responsible to monitor the condition and use of a specific George Fox University building for the purpose of maintaining a safe, functional, and healthy working environment and to ensure a unified approach to solving building shortcomings.

Responsible To: A Building Monitor is responsible to the Director of Plant Services for those related responsibilities listed below. At times, direct coordination is also necessary with the Director of Security and/or the Director of Safety.

Appointed By: Building Monitors are appointed by the Cabinet.

Responsibilities Include:

1. Monitor assigned building condition and functions
   a. Collecting, evaluating, processing, and following up work orders
   b. Evaluating and recommending building remodeling and redecorating

2. Monitor assigned building security
   a. Reporting of security problems
   b. Confronting and correcting breaches of security
   c. Recommending building hours
   d. Authorizing keys to students, faculty, and staff
   e. Authorizing students to remain in building after lock down

3. Monitor assigned building and workers’ safety
   a. Receiving and forwarding safety complaints
   b. Ensuring that occupants have received training for handling hazardous materials
   c. Monitoring hazardous materials used in building

Available Resources


[Revised 08/18/03]

1Except in cases of emergencies, Building Monitors and their alternates are the only individuals allowed to submit work orders to Plant Services.

2Master keys must be authorized by Vice President for Financial Affairs. Alternates cannot authorize keys.