

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 orders¹
 - 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 staff²
 - 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

1. Monitoring Building Security – Director of Security & GFU Employee Handbook
2. Monitoring Building Conditions and Function – Director of Plant Services and GFU Employee Handbook

[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.