

FOR BUILDING MAINTENANCE, PLEASE CALL THE CUSTOMER SERVICE CENTER AT 303.724.1777							
Building	Bldg ID	Building Administrator	Building or Floor Coordinator	Posting Approval Method		Facilities Management	
				Stamp	Honor System	Director	Manager
Anschutz Medical Campus							
Academic Office 1	L15	Suzann Ruedeman			x	Gregory Gibson	David Tilton
Barbara Davis Center for Childhood Diabetes	M20	Suzann Ruedeman (3rd & 4th Floors - Labs)	Marian Rewers	x		Gregory Gibson	Ed Schroeder
Barbara Davis Center for Childhood Diabetes	M20	Tai-Ping Hartwell (1st floor - Clinics)	Marian Rewers	x		Gregory Gibson	Ed Schroeder
Barbara Davis Center for Childhood Diabetes	M20	Phyllis Sevik (2nd floor - Clinical Research)	Marian Rewers	x		Gregory Gibson	Ed Schroeder
Building 400	Q09	Suzann Ruedeman	2nd floor - Joy French (for EH&S and OLAR)	N/A	N/A	Gregory Gibson	David Tilton
Building 401	R09	Suzann Ruedeman		N/A	N/A	Gregory Gibson	David Tilton
Building 402	S09	Suzann Ruedeman		N/A	N/A	Gregory Gibson	David Tilton
Building 406	T09	Christine Gillen		N/A	N/A	Gregory Gibson	David Tilton
Building 407	U09	Randy Repola			x	Gregory Gibson	David Tilton
Building 531	X28	Randy Repola		N/A	N/A	Gregory Gibson	David Tilton
Building 533	R24	Neil Krauss		N/A	N/A	Gregory Gibson	Gregory Gibson
Building 534	S26	Neil Krauss		N/A	N/A	Gregory Gibson	Gregory Gibson
Campus Services	T36	Vimol Mitchell			x	Gregory Gibson	David Tilton
Central Utility Plant	S34	Scott Roen		N/A	N/A	Gregory Gibson	Scott Roen
Education 1	P26	Betty Charles		x		Gregory Gibson	Ed Schroeder
Education 2 North	P28	Betty Charles	Al Schmidt (3rd-5th flr - College of Nursing areas only)	x		Gregory Gibson	Ed Schroeder
Education 2 South	L28	Betty Charles	Suzann Ruedeman (3rd-5th flr - School of Medicine areas only)	x		Gregory Gibson	Ed Schroeder
Environmental Health & Safety	R30	Ethan Carter		N/A	N/A	Gregory Gibson	Ed Schroeder
Fitzsimons Building(Bldg. 500)	Q20	Neil Krauss			x	Gregory Gibson	Gregory Gibson
Fulginiti Pavilion for Ethics & Humanities	R27	David Weil		N/A	N/A	Gregory Gibson	Ed Schroeder
Health & Wellness Center	V08	Luciana Smith		x	N/A	Gregory Gibson	Gregory Gibson
Health Sciences Library	V23	Douglas Stehle		x		Gregory Gibson	Ed Schroeder
School of Dental Medicine	L26	Todd Hinshaw			x	Gregory Gibson	Ed Schroeder
Nighthorse Campbell Native Health Building	M24	Lori Trullinger		x		Gregory Gibson	Ed Schroeder
PASCAL	P30	Michael Kelty		N/A	N/A	Gregory Gibson	Ed Schroeder
Perinatal Research Fac.	AK32	Suzann Ruedeman	Georgina Garza	N/A	N/A	Gregory Gibson	David Tilton
Pharmacy & Pharmaceutical Sciences	V20	Andrew Rotz	Suzann Ruedeman (3rd flr)		x	Gregory Gibson	Gregory Gibson
Parking Lots		Kerrie Mclean		x		Del Quiel	Del Quiel
Research 1 North	P18	Suzann Ruedeman	Betty Charles (1st flr)		x	Gregory Gibson	Gregory Gibson
Research 1 South	L18	Suzann Ruedeman			x	Gregory Gibson	Gregory Gibson
Research 2	P15	Suzann Ruedeman			x	Gregory Gibson	David Tilton
Landscaping/Wayfinding	N/A	Del Quiel		x		Del Quiel	Steven Esquibel
Denver Campus							
Academic Building 1	N/A	Genia Herndon	Nimol Hen	x		Gregory Gibson	Newman Forrester
Business School	N/A	Cliff Young	Buddy Gregory	x		Gregory Gibson	Newman Forrester
CU-Denver Building	N/A	Jim Nelson		x		Gregory Gibson	Newman Forrester
Health and Wellness Center	N/A	Amber Long		x		Gregory Gibson	Newman Forrester
Lawrence Street Center	N/A	Jim Nelson		x		Gregory Gibson	Newman Forrester
Lynx Crossing	N/A	Meloni Rudolph Crawford	Kade Ross	x		Gregory Gibson	Newman Forrester

Any changes to this list need to be sent to Jay Campbell, Associate Vice Chancellor, jay.campbell@cuanschutz.edu

Responsibilities of the Building Administrator (BA) include, but not limited to:

1. Provide a focal point for information for building occupants which helps facilitate resolution to various building issues.
2. If occupants have difficulties getting facilities issues resolved through normal channels, this individual can help elevate the issue and help with getting the problem solved.
3. This individual is typically in a high position and familiar with the facilities management staff who able/responsible to work on solutions.
4. Review and approve of requests for posting signs and notifications in conformance with the university policies on postings, signage, and art.
5. Ensure that university-wide policies related to events and activities in each building are followed, and any requests for exemptions are properly managed.
6. Proactively report any concerns regarding Security, Safety and Facility needs, and communicate building specific information to occupants.
7. Authorize control badge access and key requests for their facility.
8. In the case of larger buildings, it is recommended that the BA ask others to be coordinators for the various floors, and these people would work with the BA in the event complaints need to be elevated for action.
9. When requesting directories to be manually changed - submit request to Building Administrator (BA) and BA will submit to Customer Service Center (CSC); CSC will create a work order to Dave Regennitter.
10. When requesting changes for the electronic directories - submit requests to BA and BA will submit to Betty Charles.