

**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
<b>Anschutz Medical Campus</b>							
Academic Office 1	L15	Suzann Staal			x	Gregory Gibson	Heath DeJager
Anschutz Health Sciences Building	P12	Heath DeJager		x		Gregory Gibson	Heath DeJager
Anschutz Health Sciences Building	P12	Suzann Staal (3rd thru 7th floors)		x		Gregory Gibson	Heath DeJager
Barbara Davis Center for Childhood Diabetes	M20	Suzann Staal (3rd & 4th Floors - Labs)	Marian Rewers	x		Gregory Gibson	Stephen Marsh
Barbara Davis Center for Childhood Diabetes	M20	Tai-Ping Hartwell (1st floor - Clinics)	Marian Rewers	x		Gregory Gibson	Stephen Marsh
Barbara Davis Center for Childhood Diabetes	M20	Phyllis Sevik (2nd floor - Clinical Research)	Marian Rewers	x		Gregory Gibson	Stephen Marsh
Building 400	Q09	Suzann Staal	2nd floor - Joy French (for EH&S and OLAR)	N/A	N/A	Gregory Gibson	Heath DeJager
Building 401	R09	Suzann Staal		N/A	N/A	Gregory Gibson	Heath DeJager
Building 402	S09	Suzann Staal		N/A	N/A	Gregory Gibson	Heath DeJager
Building 406	T09	Christine Gillen		N/A	N/A	Gregory Gibson	Heath DeJager
Building 407	U09	Randy Repola			x	Gregory Gibson	Heath DeJager
Building 531	X28	Randy Repola		N/A	N/A	Gregory Gibson	Heath DeJager
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	Heath DeJager
Central Utility Plant	S34	Scott Roen		N/A	N/A	Gregory Gibson	Scott Roen
Education 1	P26	Vimol Mitchell		x		Gregory Gibson	Stephen Marsh
Education 2 North	P28	Vimol Mitchell	Al Schmidt (3rd-5th flr - College of Nursing areas only)	x		Gregory Gibson	Stephen Marsh
Education 2 South	L28	Vimol Mitchell	Suzann Staal (3rd-5th flr - School of Medicine areas only)	x		Gregory Gibson	Stephen Marsh
Environmental Health & Safety	R30	Ethan Carter		N/A	N/A	Gregory Gibson	Stephen Marsh
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	Stephen Marsh
Health & Wellness Center	V08	Luciana Smith		x	N/A	Gregory Gibson	Gregory Gibson
Health Sciences Library	V23	Douglas Stehle		x		Gregory Gibson	Stephen Marsh
School of Dental Medicine	L26	Todd Hinshaw			x	Gregory Gibson	Stephen Marsh
Nighthorse Campbell Native Health Building	M24	Erin Poole		x		Gregory Gibson	Stephen Marsh
PASCAL	P30	Michael Kelty		N/A	N/A	Gregory Gibson	Stephen Marsh
Perinatal Research Fac.	AK32	Suzann Staal	Georgina Garza	N/A	N/A	Gregory Gibson	Heath DeJager
Pharmacy & Pharmaceutical Sciences	V20	Andrew Rotz	Suzann Staal (3rd flr)		x	Gregory Gibson	Gregory Gibson
Parking Lots		Kerrie Mclean		x		Del Quiel	Del Quiel
Research 1 North	P18	Suzann Staal	Newman Forrester		x	Gregory Gibson	Gregory Gibson
Research 1 South	L18	Suzann Staal			x	Gregory Gibson	Gregory Gibson
Research 2	P15	Suzann Staal			x	Gregory Gibson	Heath DeJager
Landscaping/Wayfinding	N/A	Del Quiel		x		Del Quiel	Steven Esquibel
<b>Denver Campus</b>							
Academic Building 1	N/A	Genia Herndon	Nimol Hen	x		Gregory Gibson	David Tilton
Business School	N/A	Cliff Young	Buddy Gregory	x		Gregory Gibson	David Tilton
City Heights	N/A	Kade Ross		x		Jim Nelson	David Tilton
CU-Denver Building	N/A	Jim Nelson		x		Gregory Gibson	David Tilton
Health and Wellness Center	N/A	Amber Long		x		Gregory Gibson	David Tilton
Lawrence Street Center	N/A	Jim Nelson		x		Gregory Gibson	David Tilton
Learning Commons	N/A	Jim Nelson		x		Gregory Gibson	David Tilton
Lynx Crossing	N/A	Meloni Rudolph Crawford	Kade Ross	x		Gregory Gibson	David Tilton
<b>Any changes to this list need to be sent to Jay Campbell, Associate Vice Chancellor, <a href="mailto:jay.campbell@cuanschutz.edu">jay.campbell@cuanschutz.edu</a></b>							

*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
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
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 creat
10. When requesting changes for the electronic directories - submit requests to BA and BA will submit to Betty Charles.