



**AP** Austin Peay  
State University

CLARKSVILLE  TENNESSEE

**BUILDING  
COORDINATOR  
MANUAL**

**2025 | 2026**

# THANK YOU!

Thank you for serving as an Austin Peay State University Building Coordinator. This role is vital in helping us meet your building and safety needs. The Building Coordinator Program was designed to facilitate communications and represent user needs within university buildings.

You are the point of contact for custodial and maintenance services, energy management, heat and cooling, fire and environmental safety, building security, construction planning and project management activities within your facility.

Building coordinators are called upon to assist in resolving building issues and after-hours building-related emergencies. As we all work together on behalf of the students, faculty, and staff at Austin Peay, we look forward to your ideas and creative problem-solving. Thank you for your commitment to this critical role.





# BUILDING COORDINATOR ROLES & RESPONSIBILITIES

## General Expectations

- Foster a culture of safety, accountability, and respect within your building
- Maintain communication with Public Safety, Physical Plant, and Environmental Health & Safety during maintenance, construction, or emergencies.
- Communicate regularly with campus partners to maintain a safe and functional environment
- Serve as a proactive resource and advocate for building occupants

## Communication & Coordination

- Act as liaison between building occupants, Physical Plant, APSU Police, and Environmental Health & Safety.
- Share information with occupants via Outlook distribution lists, signage, or bulletin boards.
- Report building issues promptly and assist in resolving after-hours or emergency concerns.
- Maintain current contact information for Emergency Management and Public safety; updates are shared monthly.

## Access & Key Control

- Submit key requests via the online Key Shop process with proper approvals.
- Maintain awareness of who has key access to spaces within your building.
- Contact APSU PD (931-221-7786) for lockouts or emergency access needs.

## Reporting & Safety

- Maintain awareness of maintenance requests and completed work.
- Report employee injuries to CorVel (1-866-245-8588, Option 1) and notify HR.
- Call 911 or APSU Police for any life-threatening emergency.



# BUILDING COORDINATOR ROLES & RESPONSIBILITIES CONTINUED

## Emergency Preparedness

- Know your building's rally point, storm shelter, and evacuation routes.
- Ensure floor plans and evacuation maps are posted on each floor and near exits.
- Be familiar with APSU emergency alerts and associated safety actions.
- When requested after an emergency, go to the rally point, record attendance or issues, and report to Emergency Management (931-221-7555). Remain until released via RAVE Alert.
- Encourage use of Alertus and RAVE Guardian safety tools.

## Public Area Oversight

- Ensure hallways, restrooms, and lobbies remain clean, accessible, and free of clutter
- Remove outdated or inappropriate postings or advertisements.
- Support approved university campaigns (e.g., Govs Care posters).

## Facilities & Maintenance

- Submit work requests through FMX for HVAC, plumbing, electrical, or custodial issues.
- Monitor common areas for safety, cleanliness, and accessibility.
- Report damaged furniture, outdated signage, or unsafe conditions.
- Coordinate surplus furniture/equipment removal with Physical Plant.
- Assist with communication and coordination for construction or renovation projects.
- Ensure lost and found items are turned over to APSU Police.
- Support APSU sustainability initiatives and report recycling or energy management needs.

# APSU Police

The APSU Police Department has 18 police officers, 5 security guards, and 3 command staff. They are on campus on duty 24/7, including holidays.

APSU PD can be reached by Phone through the Alertus Desktop Panic Button, and the RAVE Guardian App.

**Contact 931-221-7786 or 931-221-4848** for dispatch and immediate response.



**KRISTIE WINTERS**

*Chief of Police*



**CHRIS JONES**

*Assistant Chief of Police*

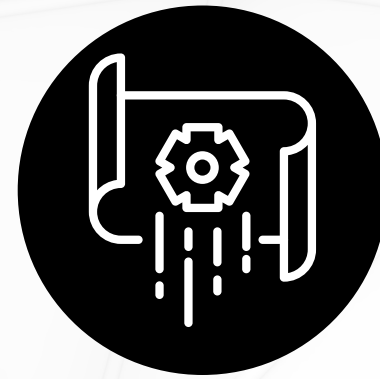
# EMERGENCY PREPAREDNESS

The Executive Director of Environmental Health, Safety, & Risk Management is the point of contact for Building Coordinators during an emergency. Any pertinent information about the building and/or occupants should be communicated by calling **931-221-7555**



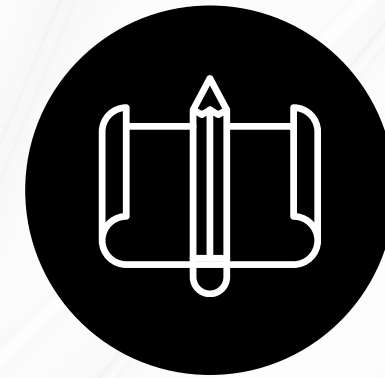
## RALLY POINTS

Rally points are predesignated locations on campus for occupants of each building to meet if given a notification to do so.



## STORM SHELTERS

Designated storm shelters are located in the basements of Govs Terrace North and South, and Eriksson Buildings. Doors will unlock from the outside when the tornado warning is issued. For all other buildings, go to the lowest level, away from doors and windows.



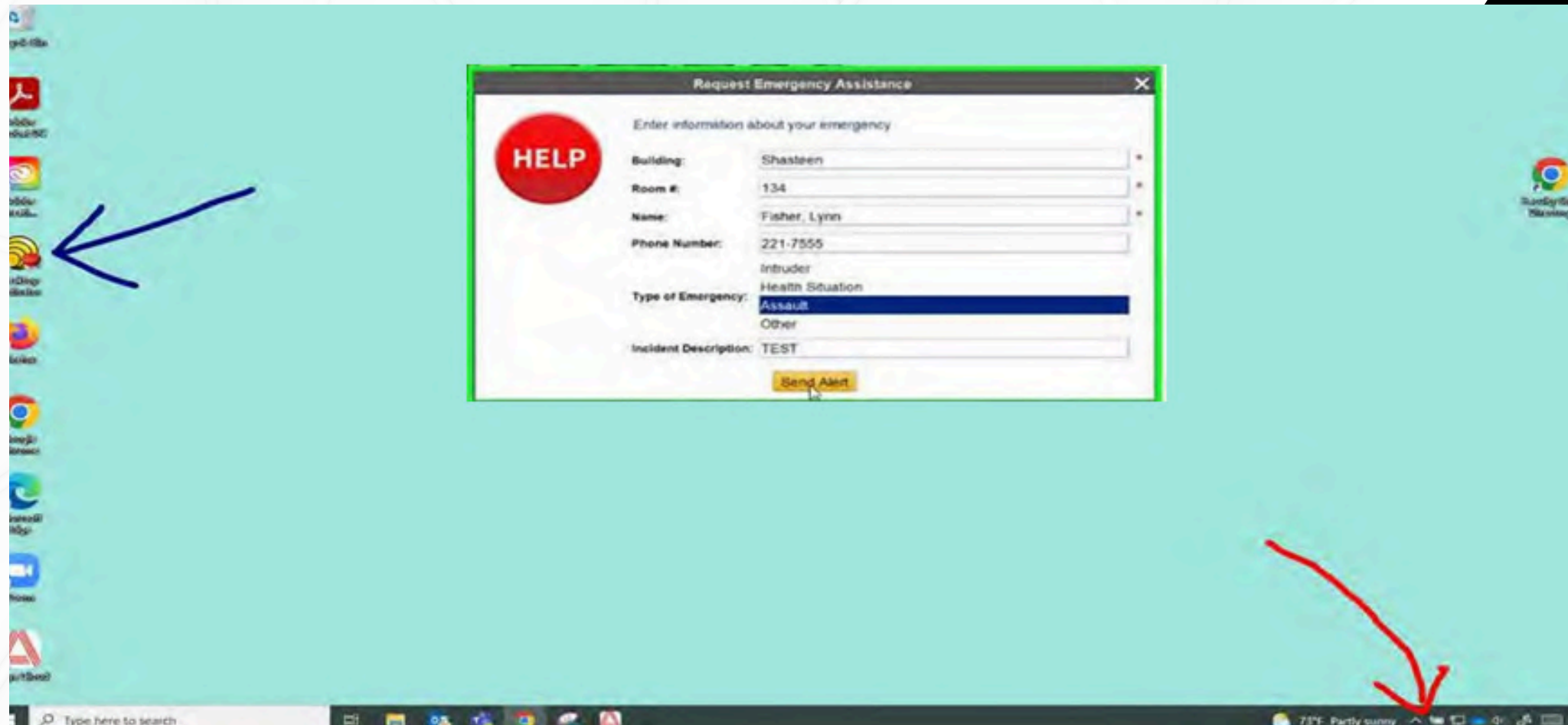
## FLOOR PLANS

Floor plans and evacuation routes should be posted on each floor and by exits within each building. Follow the route as indicated during an evacuation.



# ALERTUS DESKTOP

Every APSU-issued computer has an emergency panic button. It may be located on the desktop (blue arrow below) or in the extra app tray (red arrow below). By clicking these icons, you can silently notify APSU PD that you need their help and support. When you click the button, another screen will pop up that will have your location information. Select the type of emergency and click send alert. An officer will be dispatched to your location immediately. If your computer does not have these buttons, put in a ticket with **Govs Tech ext. 4357**.



# RAVE GUARDIAN

Rave Guardian is a personal safety app that APSU provides to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate with APSU safety officials, enhancing your overall safety and allowing the Austin Peay University Police Department to better protect you.

- Connect with APSU PD or 911 with one click
- Get alerts for emergencies happening on campus
- Access information you need to know, like the emergency response plans for campus, class schedules, and academic calendar, and the campus shuttle bus schedule

**1**

## **2-WAY COMMUNICATION**

- Just Connect Me (general information)
- Possible Crime
- Harassment
- Disturbance
- Harm to a Person, including mental health emergencies

**2**

## **NEVER WALK ALONE**

- Ask friends and family to virtually walk with you as they track you on a map to your intended location
- A safety timer is activated when you start your walk
- If you do not check in, your location can be shared with APSU PD

**3**

## **CALL DIRECTORY**

- APSU Police Dept.
- APSU Counseling Dept.
- Student Health Services
- Disability Services
- APSU EAI/Title IX
- S.O.S. Food Pantry
- APSU Student Affairs
- Many more!

**4**

## **DOWNLOAD TODAY!**

- Download "Rave Guardian" from the Apple App Store or Google Play
- Enable location services and push notifications when prompted
- Sign up using your APSU email address



# APSU EMERGENCY ALERTS

## APSU EMERGENCY ALERTS



### **ALERT**

#### **Urgent Alert**

Possible threat. Avoid area. Wait for update.



### **GET OUT**

#### **Get Out**

Hazard inside. Evacuate safely.



### **DECIDE**

#### **Decide (Run • Hide • Fight)**

Active shooter. Run if possible, hide if not, fight as last resort.



### **STAY PUT**

#### **Stay Put**

Hazard outside. Go indoors, stay away from windows.

### **All Clear**

Threat resolved. Resume normal activity.

The Campus Emergency Alerts can be found at [APSU.edu/alerts](https://apsu.edu/alerts), which provide the actions to be taken in case of an emergency or disaster. Building coordinators should be familiar with the alerts and their associated actions.

# RALLY POINTS

Rally points are designated across campus as a check-in location after an emergency and provide a space for building coordinators to identify who may be missing or any issues that may arise during an evacuation or immediately after a disaster.

Building Coordinator's responsibility:

- Create building occupancy rosters in coordination with departmental administrative assistants. Update at the beginning of each semester.
- Upon instructions to do so, go to the rally point designated for your building.
- Take paper and a pencil to take notes or record names or issues.
- Email outstanding concerns specifically for your building/people to [morseb@apsu.edu](mailto:morseb@apsu.edu).
- Remain at the Rally Point until you receive a text through the RAVE Alert system that gives further instructions or releases you from the rally point.



# COMMUNICATING WITH OCCUPANTS

Building coordinators have the ability to send emails to all occupants within their building distribution list within Outlook.

Flyers on building entrances or lobby bulletin boards are an effective way to address issues. Building Coordinators are welcome to delegate tasks to assistants or create small teams that focus on building safety or internal communication.

The Building Coordinators list is maintained by Public Safety and Emergency Management, and shared with Physical Plant on a monthly basis.



# MANAGING PUBLIC AREAS

Public areas include lobbies, bathrooms, elevators, and hallways that are publicly accessible when the building is open. Building coordinators should ensure that events and displays in these areas are appropriate and do not impede or obstruct the normal functions and accessibility of the building. Damaged or broken furniture should be reported to Physical Plant for removal or repair. Posters or other visual signage that is offensive or outdated material should be removed from these areas, as well as overt advertisements for off-campus goods or services. Coordinators should use their best judgment to determine what is appropriate.

Govs Care is a grant-funded social marketing program that aims to reduce interpersonal violence and promote healthy relationships. The bathroom poster campaign is designed by students and is in most academic buildings, the Library, and the MUC. The material is closely monitored and refreshed every two weeks. For issues with content or more signage, please reach out directly to **Sharon West at ext. 6356**

Building coordinators should designate a person in their building responsible for handling lost and found items. When items are found, this designee should contact APSU Police to retrieve the items for safekeeping. Anyone searching for an item should contact the APSU Police.





# PHYSICAL PLANT

The Physical Plant is led by Executive Director Tom Hutchins. James Green is the Director of Maintenance and Central Plant and Wes Powell is the Director of Landscape and Grounds.

## EMERGENCY WORK ORDERS

Monday–Friday, 7:30 am – 4:30 pm: **931-221-7424**

After Business Hours and Weekends: **931-221-7786**

Access the FMX work order system through the Physical Plant website: [apsu.edu/physical-plant](https://apsu.edu/physical-plant)



# KEYS

Classrooms are locked at night after cleaning by the custodial staff. At the request of the faculty, the locks on the doors are designed to be locked from the inside by the instructor during classes if desired, to ensure that classes are not interrupted. Because of this arrangement, classrooms may accidentally become locked between classes by someone pulling the door shut while no one is in the classroom to open it.

The Austin Peay Police Department has master keys to buildings.

University policy states that all spaces on campus must be accessible through the use of a University master key. Non-college locks are NOT allowed.

There is a \$10.00 charge for the replacement of lost keys. If door lock changes are required, there is a \$36.00 charge per door for this service.

Key requests are submitted online through the Key Shop. Search the A-Z index for Key Shop. Vice Presidents must approve master key requests.



# SURPLUS INVENTORY

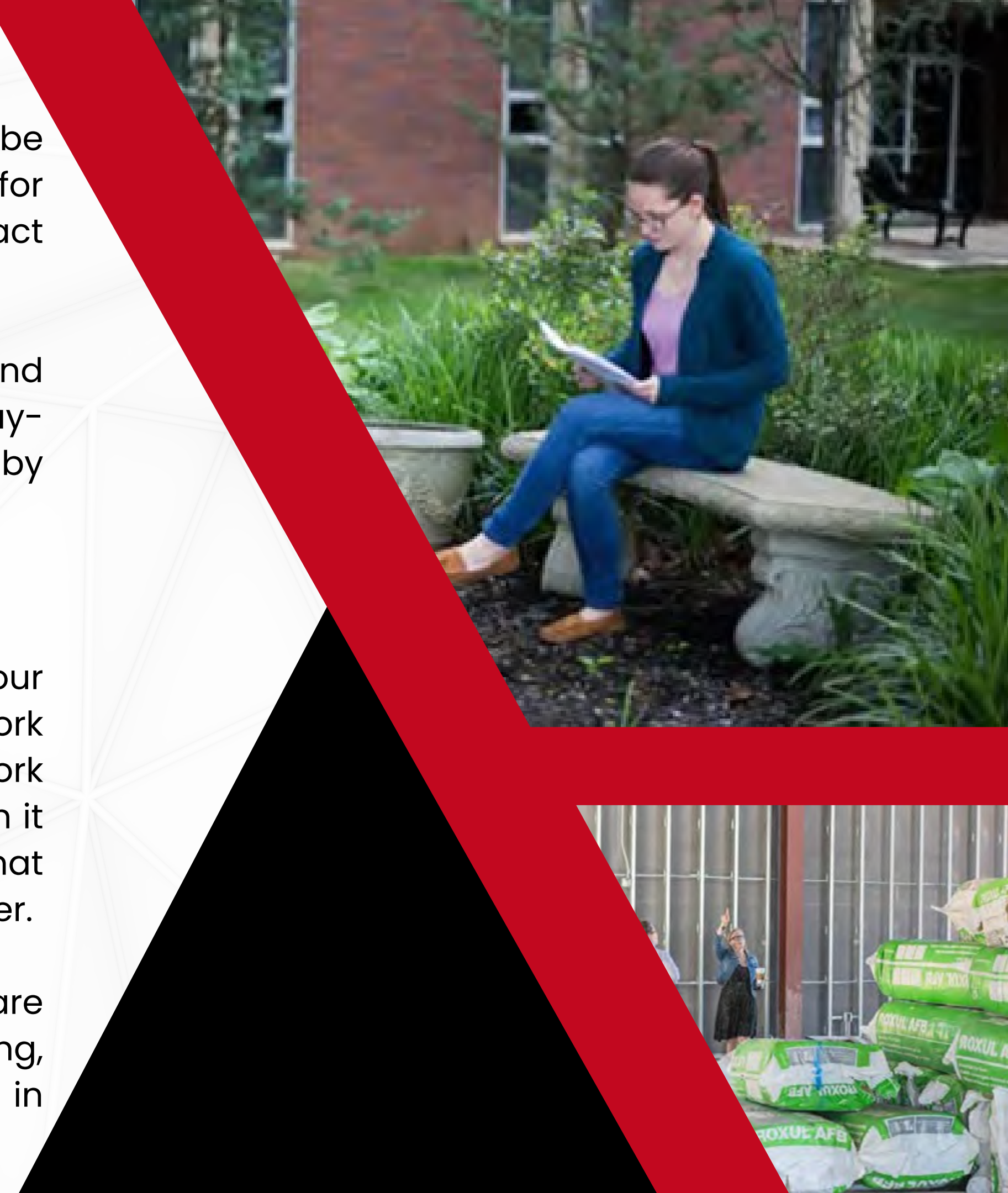
**Surplus Pickup:** A Physical Plant work order request must be submitted for the moving crew to pick up surplus furniture for delivery to the Warehouse. For computer equipment, contact the **Office of Information Technology at 931-221-7588.**

**Surplus Merchandise:** Surplus merchandise can be viewed and picked up by appointment between 8:00 am–3:30 pm, Monday–Friday, except on Holidays. Appointments can be made by contacting the **Physical Plant at Ext. 7424.**

## DELIVERIES

**Chairs/Tables:** If you are in need of extra tables/chairs in your own area for special events or meetings, etc., submit a Work Request for those items. In the description area of the work request, include what is needed, when it is needed, and when it should be removed. This does not include anything that involves a room/area reservation through the University Center.

**Large Packages Received in Shipping Area:** When you are contacted that you have a large order in Shipping/Receiving, submit a work request for those items. Deliveries are made in the order the work request was received.

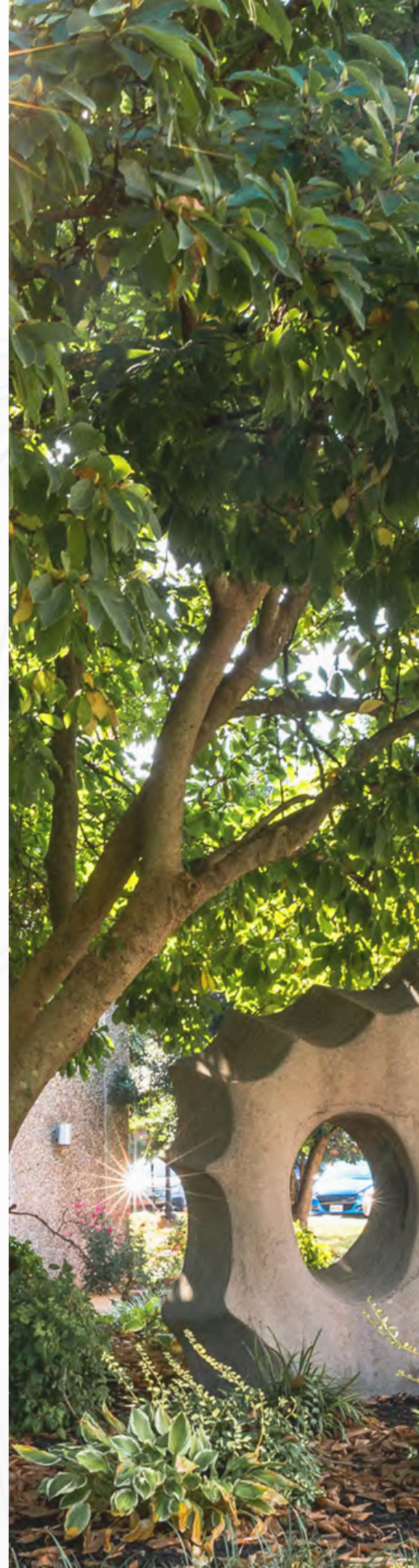




# BASIC MAINTENANCE SERVICES

All requests requiring action by Physical Plant will be assigned work order numbers to allow reference and follow-up. All requests will be acknowledged with an email upon assignment and completion. The basic services provided by Physical Plant without charge or preconditions are as follows:

- Repair and maintain building systems. This includes heating, air-conditioning, electrical, plumbing, and access control.
- Maintain all building envelop systems. This includes roofs, windows, exterior doors, and exterior finishes.
- Maintain all interior finishes. This includes paint, floor coverings, walls, ceilings, and interior doors.
- Coordinate inspections and repair of special systems through appropriate contractor. This includes fire alarm systems, fire sprinkler systems, elevators, and boilers.
- Provide custodial services for the interior of the buildings. NOTE: This does NOT include dorm rooms or apartments.
- Paint offices -requests to paint offices are evaluated on a case-by-case basis.
- Removal of snow from the sidewalks and litter from the grounds, and maintenance of landscaping.
- Pick up and discard unwanted furniture, equipment, and debris.
- Schedule furniture and equipment relocation on campus during normal work hours.
- Provide and maintain public signs (building exit, lavatories, etc.).
- Install new window shades purchased by departments. NOTE: On request, assist with contractor coordination.
- Provide pest extermination services campus-wide under contract. Special requests will be honored, and a service person will be available twice weekly to address specific problems.





# SERVICES NOT PROVIDED

The following services are not provided by Physical Plant:

- Providing storage facilities for idle furniture and equipment.  
**NOTE:** Furniture and equipment sent to surplus will be reissued on a first-come, first-serve basis, due to limited storage space.
- Purchase of department furniture and equipment.  
**NOTE:** This is the responsibility of each department.
- Installation or replacement of carpeting and/or flooring.
- On campus messenger service.
- Purchasing or repairing window shades. **NOTE:** Measurement, purchase, and installation can be done without charge as long as funds are provided for the purchases.
- There may be a charge for assembling office furniture. Contact the Physical Plant for more information.
- Outside vendors may be contracted for some of these services.





# ACCIDENTS OR INJURY

Accidents happen. **If there is a life-threatening accident or injury in your building, call 911 immediately.** You may also contact APSU PD at 221-7786. If an Austin Peay employee is injured while at work, there is a procedure for Workers' Compensation claims.

## SUPERVISOR – REPORT THE INJURY

- If an injured employee is unable to report the injury, the injured employee's supervisor must immediately report the injury to **1-866-245-8588, \*Option 1.**
- If a work injury is life-threatening or results in serious bodily injury, it will be reported to the Workers' Compensation Director in Human Resources.

## NON-LIFE-THREATENING OR SERIOUS BODILY INJURIES – INJURED EMPLOYEE

- Injured employees will report the injury to their supervisor and CorVel
  - **1-866-245-8588, Option 1 (a 24/7 Nurse Triage Line)**
  - The triage nurse will discuss the appropriate level of treatment needed and direct the injured worker to the nearest State of TN authorized treating physician
  - If the injured employee agrees to self-care/1<sup>st</sup> Aid, but later changes their mind, they must first call CorVel (**1-866-245-8588 Option 1**) to obtain authorization to treat
- Do Not Seek Any Type of Treatment from a Physician Before Reporting the Injury to CorVel

## EMPLOYEE INJURY WITHOUT MEDICAL TREATMENT

- If the injured employee does not require medical treatment and requires 1<sup>st</sup> Aid only, the injury should still be reported to CorVel.
  - The TN Division of Claims and Risk Management assess a \$500 departmental penalty each time an injured worker seeks non-emergency medical treatment before reporting the injury to CorVel.
- For all accidents and injuries that involve employees, please contact Human Resources.

# HELPFUL CONTACTS

## GOVS GIVE BACK

The Govs Give Back Fund was established to help ensure APSU students, faculty & staff have access to the support and resources they need to successfully recover from unexpected financial crisis. For more information, A-Z index: S.O.S. Food Pantry



## GOVS PRINT SERVICES

The APSU printing services also offers a full design shop from department swag to letterheads and logos. For more information email: [govs-print@apsu.edu](mailto:govs-print@apsu.edu)

## CAMPUS RECYCLING

The Office of Sustainability helps APSU reclaim and recycle paper, cardboard, plastic, and cans. For more information about pickup, reach out to **Ext. 6642**



## 3D PRINTING

The APSU GIS Center can 3D print complex items or create specialized awards and swag for your department. Find out more at [apsugis.org](http://apsugis.org)