

# Welcome, Building Coordinators!

January 23, 2024



Danna Elizarraras

Assistant Director for Customer  
Engagement.

## Welcome & Introduction.

# Sustainability - Not Just the 3 R's

Eve Esch (Executive Director, Student Centers)

3 R's

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Reduce

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Reuse

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Recycle

Imagine a world where there is **NO POVERTY** and **ZERO HUNGER**.

We have **GOOD HEALTH AND WELL BEING**, **QUALITY EDUCATION**, and full **GENDER EQUALITY** everywhere. There is **CLEAN WATER AND SANITATION** for everyone.

**AFFORDABLE AND CLEAN ENERGY** has helped to create **DECENT WORK AND ECONOMIC GROWTH**.

Our prosperity is fueled by investments in **INDUSTRY, INNOVATION AND INFRASTRUCTURE** and that has helped us to **REDUCE INEQUALITIES**.

We live in **SUSTAINABLE CITIES AND COMMUNITIES** and **RESPONSIBLE CONSUMPTION AND PRODUCTION** is healing our planet. **CLIMATE ACTION** has capped the warming of the planet and we have flourishing **LIFE BELOW WATER** and abundant, diverse **LIFE ON LAND**.

We enjoy **PEACE AND JUSTICE** through **STRONG INSTITUTIONS** and have built long term **PARTNERSHIPS FOR THE GOALS**.

17 Sustainable Developmental Goals





## Development of the Sustainable Developmental Goals (SDGs)

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The 17 Sustainable Development Goals — also known as the SDGs or the Global Goals — came into effect on January 1, 2016 following an historic United Nations Summit in September 2015.

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193 governments from around the world agreed to implement the Goals within their own countries in order to achieve the 2030 Agenda for Sustainable Development.

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Over the next fifteen years, with these new Goals that universally apply to all, countries will mobilize efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

# Unanticipated Challenges to Achieving the Sustainable Developmental Goals (SDGs)

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Difficulties in Data collection

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United States policy/participation

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Impact of COVID-19 pandemic

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Full report can be found here:

<https://unstats.un.org/sdgs/report/2023/>

Sustainability at UH

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STARS

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Recycling

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E-Waste

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Green Offices



Green Office Competition?



E-Waste Drive in Circle Drive



Lunch & Learns



More Recycling in Classrooms?

Coming Soon!

# Save the Dates!

January 25th – Lunch and Learn Multipurpose Room

February 26th – Lunch and Learn Multipurpose Room

March 19th – Lunch and Learn Multipurpose Room

April 22nd – Lunch and Learn Earth Day Multipurpose Room

April ?? E-waste Drive



# Risk Management

Informational Session: Property Site Visits and Property Claims

January 23, 2024

Allyson (Ally) McDonald, CIC

Assistant Director

UHS Risk Management Department

## UHS Risk Management

*“To encourage and support practices that mitigate the effect of adverse events that affect people, property, and the mission of UH as a whole.” (UHRM’s Mission)*

- University resource for:
  - Workers' compensation
  - Automobile liability
  - Property coverage
  - Claims recovery
  - Foreign Travel Insurance
  - Insuring newly purchased property (drones, equipment, etc)
- Purchasing and maintaining a competitive insurance program
- Negotiating and settling claims
- Allocating insurance expenses to the appropriate campuses and Colleges/departments
- Reviewing contract language for insurance requirements
- Performing risk assessments with insurance carriers to find potential hazards and address them



## Property Site Visits

- State Sponsored Insurance Program
- 5 - 15 buildings a year
  - 1 hour - 2.5 hours per building
- Types of rooms
  - Electrical
  - Computer
  - Roof
  - Basement
  - Boilers
  - Fire suppression equipment
  - May not go to every floor
- Why do we do this?
  - Property safety issues



Storage stacked too high. There should be 18 inch clearance from sprinkler heads.

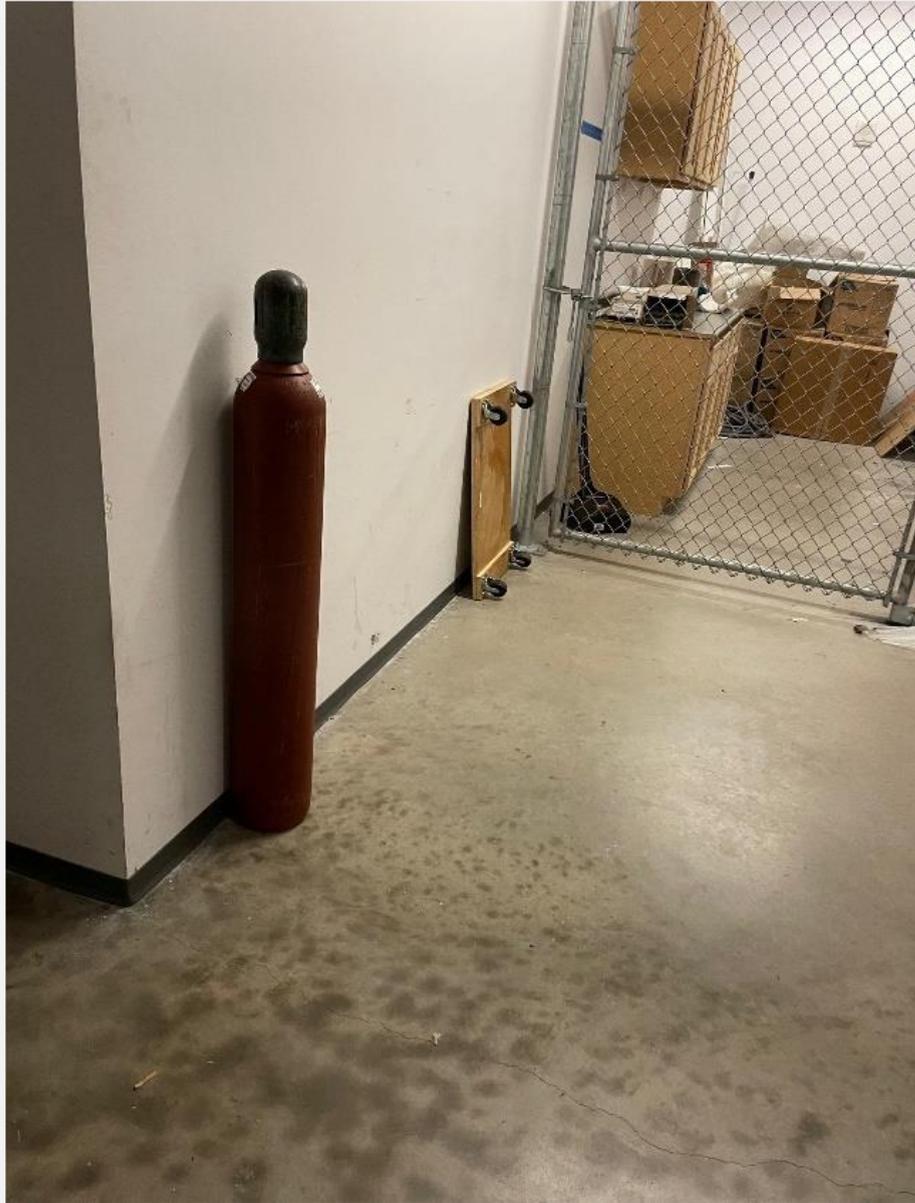




Combustibles in mechanical room



Doors being propped open – fire hazard



Unchained Cylinders



More chemicals out than can be used in one day.

## Property Claims

All damaged property we claim must be approved by Risk Management. Approval must be obtained prior to property being repaired or replaced.

*Example: Freeze Claim (2021)*

Adjuster was on site on the 16<sup>th</sup> when temps still freezing

Costs approved on site by adjuster's team for emergency repairs

Adjuster's team in direct contact with our vendors for costs for immediate approval

Excluded costs (ex: tool charges) are negotiated out so UH is not left with the invoice of uninsured charges.

When we opt for uninsured items (such as updates) we know in real time (ex: upgraded desks or computer equipment)

### Important To Do Items

- Inform UHSRM of the claim ASAP
- Take photos
- Go to the RM website for claims forms
- Manage your risk
  - Have a plan
  - Research

## FAQ

- *We have property damage from a (flood, fire, car hitting a garage, squirrel finding its way into a transformer and causing it to explode). Now what?*
  - First, make sure everyone is safe and no further damages are imminent
    - UHPD, UHFM, Facilities
  - Contact UHSRM, preferably within 24 hours of the incident.
    - Collect documentation such as a completed claim reporting form (found on the UHSRM website) and as many photos of the damage as you have.
- *I reported a claim, now what?*
  - A UHSRM staff member will contact you with next steps.
    - If you do not hear from anyone 2 business days after the claim was reported, please call us.
- *We didn't report a property claim, and it's been six months. Is this still ok to turn in?*
  - A claim can potentially be denied if not reported in a timely manner. Reporting all potential claims to UHSRM is imperative to ensure a claim will not be denied for late reporting. Still let UHSRM know about the incident.
- *Who pays the \$25,000 departmental deductible?*
  - Per UH SAM 01.C.11, the first \$25,000 of any claim is a departmental deductible. This could be the department, MPEC for building expenses, or something else entirely.
- *Will insurance cover wear and tear?*
  - No, insurance and the System's retention fund will only cover insurable losses. Does not cover wear, tear, waterproofing, upgrades, or mitigation of future losses.

Questions?

## Risk Management Contact Information

Wayne Brown

Director

713.743.0414

[wwbrown@uh.edu](mailto:wwbrown@uh.edu)

Allyson McDonald

Assistant Director

713.743.5218

[amcdona4@central.uh.edu](mailto:amcdona4@central.uh.edu)

Ray Anderson

Insurance Claims Specialist

713.743.6772

[raander5@central.uh.edu](mailto:raander5@central.uh.edu)

Alicia Cantu

Workers Compensation  
Specialist

713.743.5865

[jacant20@central.uh.edu](mailto:jacant20@central.uh.edu)

[www.uh.edu/risk-management/](http://www.uh.edu/risk-management/)

## ENVIRONMENTAL HEALTH & SAFETY



**LISA BENFORD  
JANUARY 23, 2024**

## **EHS Mission:**

To ensure compliance with federal, state, local regulations, as well as institutional policies and manage hazards that pose risks to people and the environment.

## **EHS Vision:**

To promote and empower the campus community to proactively integrate environmental, health and safety principles into teaching, research, shop and service activities.



## Environmental Health & Safety

[About](#) - [Common Resources](#) - [Research & Lab](#) - [Occupational](#) - [Environmental](#) - [Waste](#) - [EHS-A](#)

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### EHS AT A GLANCE

**840+**

*Emergency eyewash stations tested annually*

**350+**

*Emergency showers tested annually*

**710+**

*Fume hoods verified annually*

**6000+**

*Persons trained by EHS annually*

**300+**

*Sharps disposal containers for safe disposal of needles and other sharps in campus restrooms*

**15**

*Technical & Administrative staff with 300+ collective years of EHS expertise serving the University*

### EHS FACTS

- Universities face unusual Occupational Health & Safety challenges (Venables & Allender, 2006)
- High research universities exhibit elevated & complex health and safety challenges
- Effective workplace EHS programs reduce injury & illness cost by 15-35 % (OSHA, 2012)

### INSTITUTIONAL SAFETY COMMITTEES

[Chemical Safety Committee](#)

[Institutional Biosafety Committee](#)

[Radiation Safety Committee](#)

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## EHS

### CONTACT INFORMATION

- Phone: 713-743-5858
- Website: [www.uh.edu/ehs](http://www.uh.edu/ehs)
- Email- [ehs@uh.edu](mailto:ehs@uh.edu)



Danna Elizarraras

Assistant Director for Customer  
Engagement.

## New Customer Liaisons Introduction.

# BC Program Overview

Paul Banda

Paul

## Outage Notification Process

1. **Facilities Communications receives outage request from a UH FCM employee.**
2. **Outage request is sent for review/approval.**
  1. Sent to **Building Coordinator** for approval
    - Building Coordinator approves outage after verifying no concerns from all relevant building representatives
  2. After BC approval, outage is sent to **Fire Marshall** and **Facilities Services Director** for approval
  3. High impact outages are sent to **AVP/AVC** for Facilities for approval
3. **Outage is distributed through listserv once all appropriate approvals are received.**

\*Facilities Communications' goal is to distribute outage notifications within a 'planned' timeframe\*

## Types of Notifications

Be familiar with the Notification Guidelines

- **Planned:** Distributed two weeks or more in advance.
- **Immediate:** Distributed less than two weeks in advance.
- **Emergency:** Distributed on the same day.

1. Notify all building users
2. Outage Notification Calendar website
3. Contact FIXIT if any systems are not working properly after an outage

## Notification Forms

**EMERGENCY OUTAGE NOTIFICATION**

**Building's Impacted and End Time**

Building Name:	Classroom and Labrooms Building	Building #:	499
Start Date:	Friday, 11/11/2022	End Date:	Wednesday, 11/16/2022
Start Time:	7:00am	End Time:	7:00pm

**Purpose and Impact**

**PURPOSE:** Sewer lines for water pump and vent not to get repaired.

**IMPACT:** The building will be without building heating/hot water. For comfort (occupant level temperatures) will be increased to prevent the temperatures in the building from dropping.

**Impacted Service**

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Domestic Cold Water	<input type="checkbox"/> Domestic Hot Water
<input type="checkbox"/> Sewer	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Recycled Hot Water	<input type="checkbox"/> Air Handling
<input type="checkbox"/> Steam	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Chilled Water	<input checked="" type="checkbox"/> Other (Specify):

**Primary Contact Information**

Primary Contact:	Robert Ford	Please contact the team call center at <a href="tel:2817557222">281-755-7222</a> to reach the project.
Secondary Contact:	Not Applicable	

**Review and Approval Process (EBOC Service Use Only)**

Requested by:	Robert Ford	Approved by:	11/11/2022
Requested by:	Robert Ford	Approved by:	11/11/2022
Requested by:	Robert Ford	Approved by:	11/11/2022
Requested by:	Robert Ford	Approved by:	11/11/2022

Work Order Project #:

**IMMEDIATE OUTAGE NOTIFICATION**

**Building's Impacted and End Time**

Building Name:	Science & Engineering Research Center Building	Building #:	549
Start Date:	Friday, 11/11/2022	End Date:	11/16/2022
Start Time:	6:00 AM	End Time:	10:30

**Purpose and Impact**

**PURPOSE:** Install new air and vacuum lines, valves and fixtures in new lab.

**IMPACT:** There will be no air or vacuum pressure on the second floor - 2nd-1000g.

**Impacted Service**

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Domestic Cold Water	<input type="checkbox"/> Domestic Hot Water
<input type="checkbox"/> Sewer	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Recycled Hot Water	<input type="checkbox"/> Air Handling
<input type="checkbox"/> Steam	<input checked="" type="checkbox"/> Vacuum	<input type="checkbox"/> Chilled Water	<input type="checkbox"/> Other (Specify):

**Primary Contact Information**

Primary Contact:	Angela King	Please contact the Project Call Center at <a href="tel:2817557222">281-755-7222</a> .
Secondary Contact:	Not Applicable	

**Review and Approval Process (EBOC Service Use Only)**

Requested by:	Angela King	Approved by:	11/11/2022
Requested by:	Angela King	Approved by:	11/11/2022
Requested by:	Angela King	Approved by:	11/11/2022
Requested by:	Angela King	Approved by:	11/11/2022

Work Order Project #:

**PLANNED OUTAGE NOTIFICATION**

**Building's Impacted and End Time**

Building Name:	Academic Science Center Building	Building #:	501
Start Date:	Wednesday, 11/16/2022	End Date:	Wednesday, 11/16/2022
Start Time:	6:30 AM	End Time:	12:00 PM

**Purpose and Impact**

**PURPOSE:** Preventive maintenance of exhaust fans.

**IMPACT:** Exhaust fans will be off while exhaust fans are being serviced. Maintenance will handle the roof top exhaust fans.

**Impacted Service**

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Domestic Cold Water	<input type="checkbox"/> Domestic Hot Water
<input type="checkbox"/> Sewer	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Recycled Hot Water	<input type="checkbox"/> Air Handling
<input type="checkbox"/> Steam	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Chilled Water	<input checked="" type="checkbox"/> Other (Specify):

**Primary Contact Information**

Primary Contact:	Not Applicable	Please contact the team call center at <a href="tel:2817557222">281-755-7222</a> or <a href="tel:2817557222">281-755-7222</a> to reach the project.
Secondary Contact:	All Building	

**Review and Approval Process (EBOC Service Use Only)**

Requested by:	Not Applicable	Approved by:	11/16/2022
Requested by:	Not Applicable	Approved by:	11/16/2022
Requested by:	Not Applicable	Approved by:	11/16/2022
Requested by:	Not Applicable	Approved by:	11/16/2022

Work Order Project #:

Paul

## Building Coordinator Role in Outage Notification Process

- **Receive Notification**
- **Verify**
  - Have a point of contact for each department that occupies space in the building
  - Be aware of events/activities that are taking place in the building
  - Contact [faccomm@central.uh.edu](mailto:faccomm@central.uh.edu) for questions or if additional support is needed
- **Distribute Notification to Building Occupants**

Questions?