

PLEASE FORWARD ALL INQUIRIES TO LOCAL 6500 @ facility@viu.ca

Chelsea Thiele Receptionist/Facilities Assistant Local 6500	Cathy Barber Facilities Assistant Local 6501	Laura Landry Clerk Typist Local 6502/2070	Sandra Chow Facilities Office Coordinator Local 6507
Secretarial support to the Associate Director	Secretarial support to the Associate Director	Support for ACA/Capital & Operational projects	Administrative support to the Associate Director, Facilities Services
Secretarial support to the Manager, Facilities Services; and Energy Manager	Secretarial support to the Manager, Facilities Services; and Energy Manager	Support to Campus Development – Planners	Administrative support to the Manager, Facilities Services, and Energy Manager
Emergency Response <ul style="list-style-type: none"> • First Aid • Fire • Incidents – Callboxes; Security • FSCD Emergency Manual • Phone & Pagers • Monitoring – bldg. Test 	Emergency Response <ul style="list-style-type: none"> • First Aid • Fire • Incidents – Callboxes; Security • Phone & Pagers • Intrusion system • Monitoring – bldg. Test • Passcard assignment 	Emergency Response support <ul style="list-style-type: none"> • First Aid • Fire • Incidents – Callboxes; Security 	Emergency Response <ul style="list-style-type: none"> • Coordination of campus safety • First Aid • Fire • Incidents – Callboxes; Security • FSCD Emergency Manual • Phone & Pagers • Intrusion system • Monitoring – bldg. Tests • Passcard assignment
Facilities Services <ul style="list-style-type: none"> • Facilities Services emails • Provide front line reception • Dispatch Facilities Services employees • Maintain databases • Prepare courier packages • Schedule meeting • Maintain Events calendar • Shutdowns 	Facilities Services <ul style="list-style-type: none"> • Maintain file system • Contact contractors for servicing • Dispatch Facilities Services employees • Filing • Maintain Membership & Conference database • Provide front line reception • Schedule meetings • Building access and scheduling • Shutdowns 	Facilities Services <ul style="list-style-type: none"> • Provide front line reception • Dispatch Facilities Services employees • Filing system • Shutdowns 	Facilities Services <ul style="list-style-type: none"> • Coordination of Facilities Services and Campus Development office • Distribution of mail
Service Requests <ul style="list-style-type: none"> • Heating/Cooling • Janitorial • Keys/Access Cards • Material Handling Request • Pest Control • Work Orders 	Service Requests <ul style="list-style-type: none"> • Heating/Cooling • Keys/Access Cards • Material Handling Requests • Signage • Work Orders 	Service Request <ul style="list-style-type: none"> • Work Orders 	Service Requests <ul style="list-style-type: none"> • Heating/Cooling • Janitorial • Keys/Access Cards • Material Handling Requests • Work Orders
Financial <ul style="list-style-type: none"> • Chargebacks • Purchase Requisitions 	Financial <ul style="list-style-type: none"> • Chargebacks • Budget Summary • Open PO • Purchase Requisitions • Fiscal Year End 	Financial <ul style="list-style-type: none"> • Chargebacks • Budget Summary • PO and Purchase Requisitions • Furniture and equipment budget • Fiscal Year End 	Financial <ul style="list-style-type: none"> • Chargebacks • Budget Summary • Open PO • Purchase Requisitions • Fiscal Year End
Photo ID <ul style="list-style-type: none"> • Photo ID emails • Employee/Student Cards • Fleet vehicle bookings, maintenance, insurance 	Photo ID <ul style="list-style-type: none"> • Employee/Student Cards • Support in R/FA's absence 	Photo ID <ul style="list-style-type: none"> • Employee/Student Cards • Support in R/FA's absence • Bike lockers • Maintain filing system • Supplies 	Photo ID <ul style="list-style-type: none"> • Employee/Student Cards • Fleet vehicle bookings, maintenance, insurance • Bike lockers • Supplies
Snow/Ice <ul style="list-style-type: none"> • Binder updates • Form updates 	Snow/Ice Process timesheets		Snow/Ice <ul style="list-style-type: none"> • Postings • Creating appointments • Process timesheets • Binder updates • Form updates
JOH&S Committee <ul style="list-style-type: none"> • Support and tour reports 			JOH&S Committee <ul style="list-style-type: none"> • Support in R/FA's absence • Support and tour reports
		Risk Management <ul style="list-style-type: none"> • Incidents • Claims 	Risk Management <ul style="list-style-type: none"> • Incidents • Claims
		Events/Special Projects	Events/Special Projects
			Campus notifications <ul style="list-style-type: none"> • Communication
			Website <ul style="list-style-type: none"> • Facilities Services • Parking • Photo ID