



### Building Manager: Suman Chaube

- **How long have you been a Building Manager?**

I have been a building manager for 2 Years.

- **Have you been a Building Manager for multiple departments?**

No, just LBRE Maps and Records. There are multiple departments within this building (mostly LBRE) where a lot of coordination efforts are required.

- **How many buildings do you manage?**

One, 340 Bonair Siding.

- **What do you feel is the most important aspect of your job as a Building Manager?**

Quickly responding to work requests and communicating effectively with the occupants in my building.

- **Do you have a story/occurrence that you could share?**

Recently we had three birds' nests in the breezeway of 340 with a scheduled pressure washing of the building for an exterior renewal project. With the help of building occupants, project manager, Jessica Mills, and Crane Pest Control we were able to avoid disturbing the nesting bird by rescheduling the work and marking the area off safely. This is still an ongoing effort.

- **What advice do you have to offer to a new Building Manager?**

To know the layout of your building and floor plans. Create good working relationship with the maintenance personnel from the BGM shops to any contracted services. Establish a procedure of how issues should be reported.

- **How do you like your building occupants to handle problems in your buildings? Report them to you or call 3-2281?**

I prefer they contact me so that I am able to follow-up and stay in the loop so that when the tech responds to the call I can accurately relay the information to them to help resolve the issue quickly.





- **Do you use the BGM website?**

Yes! I use the website to access multiple applications. As the Client and Office Service Coordinator at LBRE Maps and Records I not only use for my own building manager needs, in addition, I assist other building managers with Maps and Records applications like FIMS and the Online Archive Database per their specified needs.

- **Does it help you get your job done? Any suggestions for improvements/enhancements?**

YES! I use the work request forms, all of the "explain form" links are helpful to determine the correct form to use based on the type of request that I may have.

- **What is your preferred method of communications from BGM? Email, 1:1 with zone personnel, newsletters, group meetings, all of these?**

It depends on the type of assistance that I need. In an emergency, I prefer a phone call. Most of the time an email will suffice. However the newsletter, training and meetings are also beneficial for networking and information sharing.