

SPACE PLANNING & FACILITIES MANAGEMENT CONTACT LIST

Primary Office: 317 - 2194 Health Sciences Mall, Vancouver, BC, V6T 1Z3 P.A. Woodward, IRC Building, Pt. Grey Campus

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CONTACT METHODS: ZOOM, MS TEAMS Chat, or Email

DEPARTMENT Distribution list: MED ML FACILITIES - ALL Dean's Office			
Department Head: Michelle Neilly	Director, SPFM	604.822.4301	
Executive Team Support: Joy Magno	Facilities Coordinator	604.822.8584	
Department Head Meetings & Support: facilities.coordinator@ubc.ca		604.822.8584	
SPACE PLANNING			
Director, Space Planning & Facilities Management: Michelle Neilly	604.822.4301		
Executive Support: Joy Magno	604.822.8584	<ul style="list-style-type: none">• Maintains the Director's complex appointment calendar• Monitors and tracks numerous unit projects, processes and tracks financial transactions• Provides senior administrative support to the Space Planning & Facilities Management Unit	
Senior Planner: Stephen Arentsen	604.561.0543	<ul style="list-style-type: none">• Manages Space Planning team• Provides direction to Faculty of Medicine units on use of assigned space, ensuring alignment with Faculty of Medicine space policies, including conducting space reviews, feasibility test-fits, and space planning & analysis• Provides recommendations on the utilization and optimization of Faculty of Medicine academic space, including reviewing request for additional space and reviewing proposals for construction or renovations in academic space.• Overall responsibility for the accuracy and maintenance of the Academic Space Management System database	
Planner: Yumi Cross	604.616.6451	<ul style="list-style-type: none">• Supports Faculty of Medicine units use of assigned space, ensuring alignment with Faculty of Medicine space policies, including conducting space reviews, feasibility test-fits, and space planning & analysis.• Provides recommendations on the utilization and optimization of Faculty of Medicine academic space, including reviewing requests for additional space and reviewing proposals for construction or renovations in academic space.• Responsible for accuracy and maintenance of the Academic Space Management System database.	
Project Coordinator: Simona Dziaugyte	604.218.4444	<ul style="list-style-type: none">• Maintains an inventory of Faculty of Medicine academic space across the province, including producing annual, quarterly and ad-hoc Faculty of Medicine academic space reports.• Provides project coordination support for FoM space reviews, moves and renovations projects.• Collaborates with Digital Solutions on Strategic Technology Renewals of Academic Learning Spaces	
Project Coordinator: Andrew Cochrane	604.306.9665	<ul style="list-style-type: none">• Maintains an inventory of Faculty of Medicine academic space across the province, including producing annual, quarterly and ad-hoc Faculty of Medicine academic space reports.• Provides project coordination support for FoM space reviews, moves and renovations projects.• Collaborates with Digital Solutions on Strategic Technology Renewals of Academic Learning Spaces	
Project Coordinator: Jamie Witt	604.314.7170	<ul style="list-style-type: none">• Provides project coordination and stakeholder engagement support for Faculty of Medicine space reviews, move, renovation and policy projects.• Overall responsibility for maintaining an extensive stakeholder register of FoM stakeholder across the province.	
CAPITAL PROJECTS			
Manager, Major Capital Projects: Mickey Frenklach	604.418.7360	<ul style="list-style-type: none">• Creates the functional program requirements for academic space and negotiates space requirements with the Ministry of Health and Health Authorities Project managers.• Leads the design and project management of Faculty of Medicine capital projects at University and Health Care facilities across BC• Manages Ministry of Health funding for minor capital renovations of Faculty of Medicine academic space	
FACILITIES MANAGEMENT			
Facilities Manager, Academic Learning Spaces: Vacant		<ul style="list-style-type: none">• Manages minor capital projects and supports redevelopments of Academic Learning Spaces at Clinical sites• Manages shared academic learning spaces across the province including video-conference facilities, lecture theatres, on-call rooms, and other shared spaces• Leads the annual space & technology renewal needs assessment process in partnership with Digital Solutions and UBC IT/AV to create the Faculty's learning spaces renewal pipeline	
Facilities Manager, Admin & Research: Eileen Koshi	604.822.6600	<ul style="list-style-type: none">• Plans and manages renovation, relocation and facility maintenance projects across University & Health Authority sites.• Manages the facility operations at multiple UBC Point Grey and Lower Mainland Health Authority sites on a day-to-day basis.• Ensures safe and organized work environments through constant awareness of OH&S and security issues & Initiatives• Develops & implements policies, procedures and protocols appropriate to the allocation, management and maintenance of Faculty of Medicine space and facilities.	
Facilities Manager, Life Sciences Centre: Sophia Wang	604.827.3936	<ul style="list-style-type: none">• Manages the facility operations of the LSC, a multi-faceted scientific, research and teaching facility• Monitors the operations of the building safety, security, and access systems to ensure building occupants, property, and assets are protected• Plans and manages renovation, relocation and facility maintenance projects	
IRC OFFICE OPERATIONS - DEAN'S OFFICE			
Office Manager: Satoshi Iura	604.822.3136	<ul style="list-style-type: none">• Manages FoM Dean's office site operations on a day-to-day basis• Organizes & maintains procedures for common resources, shared amenities, & ancillary services for FoM Dean's Office at various sites• Provides project operations support to Facilities Manager and Senior Planner	
Facilities Coordinator: Joy Magno	604.822.8584	<ul style="list-style-type: none">• Acts as a first point of contact for the unit and back-up for Office Coordinator• Provides operations support to Office Manager and Facilities Manager• Provides support to the Space Planning team	
Office Coordinator: Jharmela Tejano	604.827.3127	<ul style="list-style-type: none">• First point of contact for Faculty of Medicine, Dean's office visitors, students, faculty, staff and the general public• Procurement of computer equipment, peripherals, furniture, office supplies, subscriptions and mobile devices for various FoM departments of Point Grey campus and Health Authority sites• Reconcile purchases, updating monthly report summaries and submitting expense reports on Workday for purchases made of the Dean's Office PCard• Sorts and distributes internal and external mail, and schedule couriers between FoM locations on PG and affiliated office sites	