

**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: <i>MED ML FACILITIES - ALL Dean's Office</i>		
Department Head: <a href="#">Michelle Neilly</a>	Director, SPFM	604.822.4301
Executive Team Support: <a href="#">Joy Magno</a>	Facilities Coordinator	604.822.8584
Department Head Meetings & Support: <a href="mailto:facilities.coordinator@ubc.ca">facilities.coordinator@ubc.ca</a>		604.822.8584
SPACE PLANNING		
Director, Space Planning & Facilities Management: <a href="#">Michelle Neilly</a>	604.822.4301	
Support: <a href="#">Joy Magno</a>	604.822.8584	<ul style="list-style-type: none"> <li>• Maintains the Director's complex appointment calendar</li> <li>• Monitors and tracks numerous unit projects, processes and tracks financial transactions</li> <li>• Provides senior administrative support to the Space Planning &amp; Facilities Management Unit</li> </ul>
Senior Planner: <a href="#">Stephen Arentsen</a>	604.561.0543	<ul style="list-style-type: none"> <li>• Supports Faculty of Medicine units use of their assigned space, ensuring alignment with the Faculty of Medicine space policies, including conducting of space reviews</li> <li>• Overall responsibility for the accuracy and maintenance of the Academic Space Management System database</li> <li>• Manages Space Planning team</li> </ul>
Planner: <a href="#">Yumi Cross</a>	604.616.6451	<ul style="list-style-type: none"> <li>• Overall responsibility for the accuracy and maintenance of the Academic Space Management System database</li> <li>• Supports Faculty of Medicine units use of their assigned space, ensuring alignment with the Faculty of Medicine</li> </ul>
Project Coordinator: <a href="#">Simona Dziaugyte</a>	604.822.1156	<ul style="list-style-type: none"> <li>• Collaborates with Digital Solutions on Strategic Technology Renewals of Academic Learning Spaces</li> <li>• Maintains an inventory of FoM academic space across the province</li> <li>• Provides annual, quarterly and ad-hoc FoM academic space reports</li> </ul>
Project Coordinator: <a href="#">Andrew Cochrane</a>	604-306-9665	<ul style="list-style-type: none"> <li>• Manages Minor Capital Projects Program</li> <li>• Provides project coordination support to FoM space reviews, moves and renovation projects</li> <li>• Maintains Space Planning &amp; Facilities Management MedNet site</li> </ul>
Project Coordinator: <a href="#">Conor Trahar</a>	604-360-5867	<ul style="list-style-type: none"> <li>• Maintains a master stakeholder register of FoM stakeholder across the province</li> <li>• Provides project coordination support to FoM space reviews, moves and renovation projects</li> <li>• Provides project coordination and stakeholder engagement support to FoM policy and guidelines projects</li> </ul>
FACILITIES MANAGEMENT		
Facilities Manager, Academic Learning Spaces: <a href="#">Jamie Witt</a>	604-827-2216	<ul style="list-style-type: none"> <li>• Manages minor capital projects and supports redevelopments of Academic Learning Spaces at clinical sites</li> <li>• Manages shared academic learning spaces across the province including video-conference facilities, lecture theatres, on-call rooms and other shared spaces</li> <li>• Leads the annual space &amp; technology renewal needs assessment process in partnership with Digital Solutions and UBC IT/AV to create the Faculty's learning spaces renewal pipeline.</li> </ul>
Facilities Manager, Admin & Research: <a href="#">Eileen Koshi</a>	604.822.6600	<ul style="list-style-type: none"> <li>• Plans and manages renovation, relocation and facility maintenance projects across University &amp; Health Authority sites.</li> <li>• Manages the facility operations at multiple UBC Point Grey and Lower Mainland Health Authority sites on a day-to-day basis.</li> <li>• Ensures safe and organized work environments through constant awareness of OH&amp;S and security issues &amp; Initiatives</li> <li>• Develops &amp; implements policies, procedures and protocols appropriate to the allocation, management and maintenance of Faculty of Medicine space and facilities.</li> </ul>
Facilities Manager, Life Sciences Centre: <a href="#">Sophia Wang</a>	604.827.3936	<ul style="list-style-type: none"> <li>• Manages the facility operations of the LSC, a multi-faceted scientific, research and teaching facility.</li> <li>• Monitors the operations of the building safety, security, and access systems to ensure building occupants, property, and assets are protected.</li> <li>• Plans and manages renovation, relocation and facility maintenance projects.</li> </ul>
IRC OFFICE OPERATIONS - DEAN'S SUPPORT		
Office Manager: <a href="#">Satoshi Iura</a>	604.822.3136	<ul style="list-style-type: none"> <li>• Manages FoM Dean's office site operations on a day-to-day basis</li> <li>• Organizes &amp; maintains procedures for common resources, shared amenities, &amp; ancillary services for FoM Dean's Office at various sites.</li> <li>• Provides project operations support to Facilities Manager and Senior Planner</li> </ul>
Facilities Coordinator: <a href="#">Joy Magno</a>	604.822.8584	<ul style="list-style-type: none"> <li>• Acts as a back-up for Office Coordinator</li> <li>• Provides operations support to Office Manager and Facilities Manager</li> <li>• Provides support to the Space Planning Team</li> </ul>
Office Coordinator: <a href="#">Jharmela Tejano</a>	604.827.3127	<ul style="list-style-type: none"> <li>• First point of contact for Faculty of Medicine, Dean's office visitors, students, faculty, staff and the general public</li> <li>• Procurement of computer equipment, peripherals, furniture, office supplies, subscriptions and mobile devices for various FoM departments of Point Grey campus and Health Authority sites</li> <li>• Reconcile purchases, updating monthly report summaries and submitting expense reports on Workday for purchases made of the Dean's Office PCard</li> <li>• Sorts and distributes internal and external mail, and schedule couriers between FoM locations on PG and affiliated office sites</li> </ul>
CAPITAL PROJECTS		
Manager, Major Capital Projects: <a href="#">Mickey Frenklach</a>	604.822.4301	<ul style="list-style-type: none"> <li>• Creates the functional program requirements for academic space and negotiates space requirements with the Ministry of Health and Health Authorities Project managers.</li> <li>• Leads the design and project management of Faculty of Medicine capital projects at University and Health Care facilities across BC</li> <li>• Manages Ministry of Health funding for minor capital renovations of Faculty of Medicine academic space</li> </ul>