

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: Michelle Neilly	Director, SPFM	604.862.2417
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	604.862.2417	
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"> • Supports Faculty of Medicine units use of their assigned space, ensuring alignment with the Faculty of Medicine space policies, including conducting of space reviews • Overall responsibility for the accuracy and maintenance of the Academic Space Management System database • Manages Space Planning team
Planner: Yumi Cross	604.616.6451	<ul style="list-style-type: none"> • Overall responsibility for the accuracy and maintenance of the Academic Space Management System database • Supports Faculty of Medicine units use of their assigned space, ensuring alignment with the Faculty of Medicine
Project Coordinator: Simona Dziaugyte	604.822.1156	<ul style="list-style-type: none"> • Collaborates with Digital Solutions on Strategic Technology Renewals of Academic Learning Spaces • Maintains an inventory of FoM academic space across the province • Provides annual, quarterly and ad-hoc FoM academic space reports
Project Coordinator: Andrew Cochrane	604.306.9665	<ul style="list-style-type: none"> • Manages Minor Capital Projects Program • Provides project coordination support to FoM space reviews, moves and renovation projects • Maintains Space Planning & Facilities Management MedNet site
Project Coordinator: Conor Trahar	604.360.5867	<ul style="list-style-type: none"> • Maintains a master stakeholder register of FoM stakeholder across the province • Provides project coordination support to FoM space reviews, moves and renovation projects • Provides project coordination and stakeholder engagement support to FoM policy and guidelines projects
FACILITIES MANAGEMENT		
Facilities Manager, Academic Learning Spaces: Jamie Witt	604.827.2216	<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 SUPPORT		
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 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
CAPITAL PROJECTS		
Manager, Major Capital Projects: Mickey Frenklach	604.822.4301	<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