

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	604.822.4301
Executive Team Support: Joy Magno	Operations Coordinator	604.822.8584
Department Head Meetings & Support: operations.coordinator@ubc.ca		604.822.8584
SPACE PLANNING		
Director, Space Planning & Facilities Management: Michelle Neilly	604.822.4301	
Director 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
Operations 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 & Facilities 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