

# FACILITIES MATTERS



## OUR MISSION

**ADDRESS** staff & student questions, concerns, and issues related to SOM buildings.

**INFORM** staff & students of significant building-related updates and upcoming projects.

**IMPLEMENT** practical solutions wherever possible to resolve reported issues.

**COMMUNICATE** regularly on building projects, improvements, and outcomes.

## HOW TO SUBMIT QUESTIONS OR CONCERNS

**SUBMIT:** Complete the quarterly call form by using the link <https://forms.office.com/r/gTDedYcgEE> to report building-related questions, issues, or concerns.

**REVIEW:** Committee meets quarterly to discuss all submissions.

**COMMUNICATE:** Staff and students will receive responses and action updates.

**REPORT:** Committee Chair/Planning will share outcomes and improvements implemented.

## TIMELINE

### 2026 Quarterly Meeting Dates:

March

June

Sept

December



## PROCESS OVERVIEW

- Quarterly submissions
- Committee review
- Response communication
- Implementation tracking