

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-61**  
**Building Liaisons**

**1.0 Purpose**

- 1.1 This policy provides information on the selection, training, and duties of building liaisons.
- 1.2 The building liaison program addresses non-residence hall facilities. For residence halls, the Department of Residence Life has established a residence hall manager program to encompass similar objectives.

**2.0 Building Liaison Appointments**

- 2.1 Building Liaisons should be senior faculty or administrators capable of dealing with all assigned duties. A senior support employee should also be appointed as a secondary contact should the building liaison be unavailable.
- 2.2 Vice Presidents will appoint all building liaisons and secondary building liaisons.
- 2.3 The Associate Vice President for Facilities Management will consult with the appropriate Vice Presidents to update any building responsibilities.
- 2.4 Training for building liaisons and secondary liaisons will be provided by the Human Resources department.
- 2.5 One of the two, primary or secondary building liaisons, must reside in the building assigned.

**3.0 Building Liaison Duties**

- 3.1 The building liaison keeps building occupants informed of facility related issues and is responsible for emergency planning and direction within their building. More specifically, the building liaison will:
  - 3.1.1 Know building floor plans, evacuation routes, fire alarm pull stations, fire extinguishers, and the general operation of building components.
  - 3.1.2 Be prepared to direct building occupants in the event of an emergency.

- 3.13 Rapidly disseminate information of urgent nature to all building occupants.
- 3.1.4 Provide direction to building departments and occupants on safety issues and resolve items of safety concern.
- 3.1.5 Report building maintenance and repair deficiencies to the Physical Plant through the FAMIS service request system.
- 3.1.6 Establish where applicable the building hours of operation for electronic card access.
- 3.1.7 Assist the Campus Space Manager on general building space management concerns.
- 3.1.8 Approve requests for the issue of exterior keys and building master keys.

#### **4.0 Building Liaison Contact List**

- 4.1 The Physical Plant Campus Space Manager will ensure that all building liaison listings are current.
- 4.2 The building liaison list is published on the Physical Plant WEB site at [http://www.shsu.edu/~ppl\\_www/](http://www.shsu.edu/~ppl_www/).

**Reviewed by: Doug Greening, Assoc. Vice President for Facilities Management  
9/1/2010**

**Approved by: Dr. Dana Gibson, President  
9/1/2010**

**Next review: 9/1/2011**