Finance & Operations Policy FO-FM-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 Facilities Management 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 Facilities Management Campus Space Manager will ensure that all building liaison listings are current.

4.2 The building liaison list is published on the Facilities Management web site at http://www.shsu.edu/dept/facilities-management/

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