

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

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

**PURPOSE**

This policy provides information on the selection, training, and duties of Building Liaisons. The Building Liaison program addresses non-residence hall facilities. For residence halls, the Department of Residence Life has established a Residence Hall Director program to encompass similar objectives.

**BUILDING LIAISON APPOINTMENTS**

Building Liaisons should be senior faculty or administrators capable of dealing with all assigned duties. A senior support employee will also be appointed as a secondary Building Liaison should the primary Building Liaison be unavailable. One of the two, primary or secondary building liaisons must reside in the building assigned. Vice Presidents will appoint all building liaisons and secondary building liaisons.

The Associate Vice President for Facilities Management (AVPFM) will consult with the appropriate Vice Presidents to update any building responsibilities. It is essential for the security of campus facilities that the published campus Building Liaison List be maintained and accurate at all times.

**TRAINING**

The Facilities Management Office of Campus Space Planning will provide Building Liaison Training to all primary and secondary Building Liaisons. This training will be available through the Human Resources online training portal, Talent Management.

**RESPONSIBILITIES**

The Building Liaison ensures all building occupants are informed of facility related issues, maintenance, construction projects and is responsible for emergency planning and direction within their building. More specifically, the building liaison must:

- Disseminate all information that affects the operation of the building or nature of the building to all occupants.
- Provide direction to building departments and occupants on safety issues and resolve items of safety concern.
- Know building floor plans, evacuation routes, fire alarm pull stations, fire extinguishers, and the general operation of building components. In case of an emergency direct building occupants.
- Report building maintenance and repair deficiencies to Facilities Management Customer Service through the current Facilities Management work order system.
- Establish where applicable the building hours of operation for electronic card access.
- Assist the Campus Space Manager on building space management concerns.
- Approve requests for the issuance of exterior keys, card access, and building master keys.

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

**BUILDING LIAISON LIST**

The Facilities Management Campus Space Manager will ensure that all building liaison listings are current. For questions, please contact the Office of Campus Space Planning: 936-294-1866.

The Building Liaison list is published on the Facilities Management web site:  
<http://www.shsu.edu/dept/facilities-management/>

Reviewed by: Juan Nunez-Associate Vice President for Facilities Management  
Date: 11/2017

Approved by: J. Carlos Hernandez-Vice President for Finance and Operations  
Next review: July 2020