



Building Liaisons

Policy Number	3-101.1
Responsible Authority	Associate Vice President, Administration and Finance (Facilities and Safety)
Initiating Authority	Vice President for Administration and Finance and Chief Financial Officer
Effective Date	1/26/2017
Date of Origin	2/27/2009

APPLICABILITY/ACCOUNTABILITY

The policy applies to all departments, units, and Direct Support Organizations, on all UCF campuses, including any owned or leased facilities in which UCF faculty and staff members operate.

POLICY STATEMENT

Every building on the university campuses must have a primary and secondary designated building liaison to facilitate the exchange of facilities, accessibility, and safety-related information between the building's occupants and Department of Security and the Office of Emergency Management (DSEM), UCF Police Department (PD), Facilities and Safety (F&S), Student Accessibility Services (SAS), and Computer Services and Telecommunications (CS&T).

PROCEDURES

A. Appointments

In a building occupied by only one entity, the building liaison will be appointed by the appropriate dean or director. In a building occupied by more than one entity, the building liaison will be appointed from the area having predominant space within the building.

B. Functions

Building liaisons will act as points of contact and facilitate the exchange of information between a building's occupants and F&S, DSEM, CS&T, SAS, and PD. Such

communications may include but are not limited to: emergencies, planned maintenance and renovations, planned and unplanned utility outages, accessibility requests, and safety issues. Additionally, other special circumstances may arise that require the building liaison to provide advance notice to faculty and staff who may need to plan and prepare work or research to prevent any disruption.

During emergency situations, a building liaison may be called upon to support the PD, DSEM, or the Fire Department and to provide information about the building and its occupants to the responders.

A building liaison either approves or disapproves relevant SAFE forms and, as appropriate, shares the event information with the building's occupants.

Students may request classroom accessibility accommodations (including special furniture or furniture arrangements) through Knights Access. SAS will coordinate with the building liaison to make sure the appropriate furniture is placed in the designated classroom. A building liaison is responsible for conducting periodic spot-checks of classrooms to ensure that any furniture placed is not rearranged or removed. He or she will contact SAS if any departure from the accommodation request is found.

A building liaison may approve the use of common areas inside the building and immediately adjacent outside of the building for university and university-related organizations only, as long as the activities do not violate or impair any existing university contract, policy, or regulation. The reservation of common spaces within a building must be coordinated with the other building occupants, so that there are no conflicts of space utilization. Such activities include bake sales and similar fundraising activities; distribution of literature; speakers; giving away promotional items; requesting signatures on petitions; and posting information on common bulletin boards.

C. Meetings

F&S will conduct meetings twice per year with building liaisons or their designees to provide training, guidance, and a forum whereby comments, concerns, planned maintenance, and trends will be shared.

D. Oversight

Facilities Operations (FO) will maintain and post the Building Liaison Master List on the FO website. Campus entities will report building liaison appointment changes to FO to keep the list current.

RELATED INFORMATION AND DOCUMENTS

[Building Liaison Master List](#)

[UCF Policy 3-507 Designation of Personnel for Emergencies](#)

[UCF 4.010 Solicitation on Campus](#)

[UCF 4.0292 Potentially Hazardous Events](#)

[UCF Golden Rule](#)

FORMS

[SAFE Form](#)

[Student Accommodations Request Form](#)

CONTACTS

Computer Services and Telecommunications, 407-823-5117, 407-823-2908 after hours

Department of Security and the Office of Emergency Management, 407-882-7111

Facilities and Safety, 407-823-5223

Office of Student Involvement, 407-823-6471

Student Accessibility Services, 407-823-2371

UCF Police Department, 407-823-5555

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-101.1</u>	
Initiating Authority: <u>Will F. Mench</u>	Date: <u>1-26-17</u>
University Policies and Procedures Committee Chair: <u>Donald Bishop</u>	Date: <u>1/25/2017</u>
President or Designee: <u>John C. Hill</u>	Date: <u>1/26/17</u>