



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title: _____

Initiating Authority: _____

Initiating Authority Approval Date: _____

Date of Submission for Review: _____

Submitted by: _____

Department: _____

New Policy Existing Policy (5-year Review) Existing Policy (Out of Cycle Review)

Summary of Revisions:

(For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process:

(Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons Faculty Senate

Regulatory Requirements (if applicable):

(Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters:

(Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university’s Policies and Procedures Committee.)



Building Liaisons

Policy Number	3-101.24
Responsible Authority	Associate Assistant Vice President, Facilities Operation Administration and Finance (Facilities and Safety)
Initiating Authority	Vice President, Administrative Operations for Administration and Finance and Chief Financial Infrastructure Officer
Effective Date	4/26/2017
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, [or managed](#) 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 ~~share~~[facilitate the exchange of facilities, accessibility, and safety-related information](#) ~~and manage operational oversight~~ between the building's occupants and:

- ~~Department of Security (Security) and the~~
- [Environmental Health and Safety \(EH&S\)](#)
- [Office of Risk and Safety \(ORS\) Risk Management](#)
- ~~Office of Emergency Management (DSEM);~~
- UCF Police Department (PD);
- [Fire Department \(FD\)](#)
- Facilities and [Business Operations Safety \(FBO&S\)](#),
- Student Accessibility Services (SAS), ~~and~~
- ~~UCF IT Computer Services and~~ Telecommunications ([ICS&T](#))
- [Asset Coordinator\(s\)](#).

PROCEDURES

A. Appointments

In accordance with UCF policy, the college or entity utilizing the majority of a building's square footage is responsible for appointing ~~occupied by only one entity,~~ the building liaison. Other appointment factors may also include geographical location, Facilities Operation oversight, and funding. In addition, where a college or entity has multiple buildings, the same building liaison will be designated for support. Where a college or entity has significant square footage or program impact, a secondary building liaison may be assigned. Where a majority occupancy does not exist, Facilities Operations will assign a 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.~~

FBO will maintain and post a building liaison master list in AiM. UCF entities will report building liaison appointment changes to FBO to keep the list current.

B. Functions

Building liaisons will act as points of contact and facilitate the exchange of information between a building's occupants and [FBO&S](#), [SecurityDSEM](#), [ORSRM](#), [ICS&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, [SecurityDSEM](#), 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.

In accordance with UCF 3-126.1, 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. All other space assignments are coordinated through the ~~registrar's office~~ Student Union or via Space Administration.

A building liaison will report any/all safety and/or security concerns to the appropriate authority, including any student conduct issues.

A building liaison will conduct periodic tours of the assigned buildings and report any deficiencies and/or concerns. The building liaison may also support building occupants with submittal of work requests and will gather facilities-related reports to share with the building occupants.

A building liaison serves as a point of connection and coordination for building needs such as fleet access, key distribution and tracking, furniture moves coordination, and surplus needs.

C. Meetings

FBO&S will conduct meetings ~~quarterly~~~~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.

Building liaisons will attend all relative departmental meetings within their college or entity and share information back with FBO in a timely fashion.

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.~~

D. Training

In addition to completing applicable university training, building liaisons may also be required to complete annual training as determined by building needs. This includes an annual refresher training that covers AiM usage and the Guide to Services.

RELATED INFORMATION AND DOCUMENTS

[Building Liaison Master List](#)

[Building Liaisons 101](#)

[Guide to Services](#)

[UCF Golden Rule](#)

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

[UCF 3-106 Maintenance, Repair and Housekeeping](#)

[UCF 3-105.1 University Access Control](#)

[UCF 3-122.1 Campus Safety and Health Policy](#)

[UCF 3-126.1 Comprehensive Space Management](#)

[UCF 6-002.1 Public Information and Media Relations](#)

[UCF Reg. 4.006 Trespassing and Loitering](#)

[UCF Reg. 4.007 Property Control](#)

[UCF Reg. 4.029 Use of University Facilities; Events and Protests](#)

[UCF 4.010 Solicitation on Campus](#)

[UCF 4.0292 Potentially Hazardous Events](#)

[UCF 4.031 Assignment and Use of University Vehicles](#)

[UCF 6-002.1 Public Information and Media Relations](#)

~~[UCF Golden Rule](#)~~

FORMS

[SAFE Form](#)

[Student Accommodations Request Form](#)

[Request to update Building Liaison List](#)

CONTACTS

~~[IT 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 ~~Business Operations~~ [Safety](#), 407-823-5223

Office of Student Involvement, 407-823-6471

Student Accessibility Services, 407-823-2371

UCF Police Department, 407-823-5555

History: 3-101 2/27/2009; 3-101.1 1/26/2017