

Buildings & Estates

What is the role of Buildings & Estates Liaison

A Buildings & Estates Liaison is an individual (and usually a deputy) within an office/unit/discipline who acts as a liaison with Buildings & Estates with respect to the following:

1. Maintenance Requests: logging and following-up on maintenance requests
2. Point of contact for disseminating information from Buildings & Estates to University staff, particularly in the case of an emergency or a shutdown
3. Space management data: helping Buildings & Estates in keeping our space information up-to-date, providing us with updated occupancy information on request and notifying Buildings & Estates of any changes to occupancies etc.
4. Ensuring that Buildings & Estates Liaison contact information is kept up-to-date, so that in the case of an emergency or of works to be carried out, Buildings & Estates can send communications to the right people.