

Tammy Firth  
College of Agriculture and Applied Science

**Subject: USU Facilities Representative Program**

**Dear Ms. Firth**

Like others throughout campus, you routinely act a liaison to the Facilities department on all manners of maintenance, projects, and special event issues for your building or college. Beginning in FY17, Facilities is formalizing this liaison role with the new Building Representative Program. We are asking you and about 45 others to act as Building Representative for the building(s) listed below:

**1. Agriculture Sciences**

As a Building Rep, you will coordinate closely with Facilities Customer Service on maintenance and project activities in your building. You will act as liaison to the department of Facilities and attend the annual customer service meetings held onsite in your building. You will also be invited to attend an annual Building Rep business breakfast, where you will meet key Facilities personnel, and have an opportunity to learn about key campus projects as well as Facilities priorities and resource availability.

Please see attached document for background on the program and a complete description of the functions of the Building Rep. Please also see attached invitation and agenda for our inaugural breakfast meetings this July and August.

The appointment of Building Rep does not expire. However, should you wish to end your responsibilities as the Building Rep, we will work together with you to name a new primary Building Rep. Your assigned building will also have a backup Building Rep who will act on your behalf during absences. With the new program in place we intend to forge closer relationships with our campus customers and provide you with more streamlined methods for tapping into the services we provide.

If you and your supervisor concur with this appoint, please sign and date the form below and return to Ms. Jaci Stucky, Facilities Administration.

***I accept the Appointment of Building Rep for the Buildings listed above:***

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acting Supervisor (print name and initial)