



SFSS Property
Management
Policies

Simon Fraser Student Society

simon fraser
student society

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INTRODUCTION

POLICIES



PMP-1: PROPERTY MANAGEMENT SUPPORT REQUEST

<i>POLICY TYPE: PROPERTY MANAGEMENT POLICY</i>		
<i>POLICY TITLE: PROPERTY MANAGEMENT SUPPORT REQUEST</i>		
<i>POLICY REFERENCE NUMBER: PMP-1</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> Previous Revisions		
Position	Signature	Date
President		

Policy

1.1 The President, VP Finance & Services, the Building Manager are responsible for administering the relationship with leaseholders to Society administered spaces.

Supports

1.2 Vendors leasing spaces administered by the Society.

Process

1.3 Any lessee seeking information or support from SFSS as lease holder must submit a completed Property Management Work Order Form.

1.4 The Building Manager will:

- (a) confirm the receipt of any work order with the requester,
- (b) determine the appropriate response to the request,
- (c) submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and
- (d) confirm requester needs have been addressed.

1.5 A feedback form will be made available to all requesters using the property management support service.