



SFSS Property  
Management  
Policies

Simon Fraser Student Society

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**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 2024</i> <i>Previous Revisions: April 2022</i>		
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.