

## DIRECTORATE OF ESTATES AND FACILITIES

### PROCEDURE AND INFORMATION MANUAL

#### EPM GM10 – Building Name Procedure

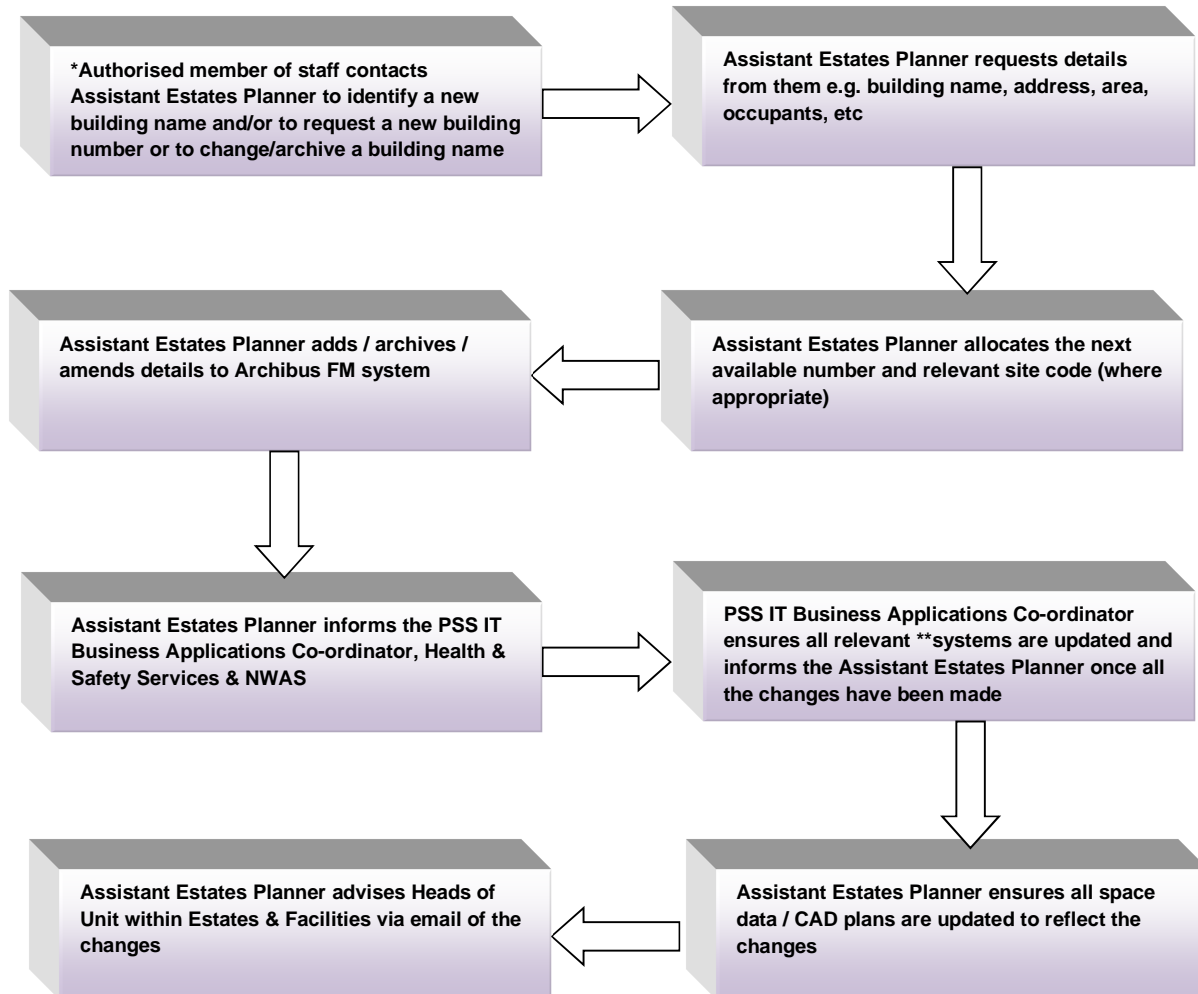
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#### 1. Purpose of Document

This document gives details how to add or change Building Names on the Directorate of Estates and Facilities IS systems.

## Directorate of Estates & Facilities

The following procedure should be adopted when a building is added/deleted/amended on the property register



\*This would usually be the Director of Estates and Facilities for a building name change and Estate and Space Management Unit for changes/additions. Note: requests must be made through these authorities.

\*\* Project Management System; Impact; Enterprise Asset Manager