



Agency Building Facility Coordinators

270 Washington St. SW, Suite 2101, Atlanta, Georgia 30334 • Phone: 404-656-3251

Agency Building Facility Coordinators are the liaison between an agency and GBA. The role is vital since GBA cannot process any requests unless the request is submitted by the Agency Building Facility Coordinator.

Agency Building Facility Coordinators' duties include:


- Authorize billable services from GBA such as keys, name plates, hanging of items, etc.
- Request tenant improvements to office locations
- Sending billing inquiries to Financial Services
- Coordinate with GBA on agency moves to ensure minimal disruption and a smooth transition


Agency Building Facility Coordinators must comply with the GBA Building Policies. Failure by an Agency Building Facility Coordinator to properly perform the duties outlined above or in the Building Policies may lead to the removal of their designation.


List individuals below who are requesting Agency Building Facility Coordinators designation for your agency and have authority to request building access from the Georgia Building Authority.


Contact tenantservices@gba.ga.gov to update coordinator contact information.


Add Agency Building Facility Coordinator


 Name _____

 Agency _____


 Location _____


 Phone _____


 Fax _____


 Email _____


Remove Agency Building Facility Coordinator


 Name _____

 Agency _____

 Location _____

 Phone _____

 Fax _____

 Email _____

I have read this form and the Building Policies. I agree to carry out the duties of an Agency Building Facility Coordinator in accordance with the terms set forth in this form and the Building Policies.

AGENCY BUILDING FACILITY COORDINATOR TO BE ADDED (Signature)

AGENCY HEAD OR DESIGNEE (Print)

AGENCY HEAD OR DESIGNEE (Signature)