



SPACE RELEASE INSTRUCTIONS

UND Facilities Management

Telephone 777-2895 Fax 777-3071 Stop 9037

Purpose:

Facilities Management uses this form to collect necessary information to maintain the University's facility space inventory. We update the information in the FAMIS Facilities database for space use analysis. The database provides information for campus planning, grant applications, building renovations and ensuring building code compliance and utility usage. In addition, we use the information provided to facilitate departmental moves.

Instructions: Fill in the following information for release of space allocations.

- Building Name: Identifies the current building where the room is.
- Room #: Identifies the current assigned room number of the existing space.
- Dept. #: Identifies the current department number assigned the space.
- Dept. Name: Identifies the current department assigned by name.
- Vacate Room: Identifies the department no longer needs the room(s) and facilities removes the space from their space inventory report. Vacated room use information tracks possible inactive or unused space. This shows the space(s) are not in use and Facilities Management reviews for evaluation and redistribution.
- Question: Answer why you are releasing the space and how it supports short/long-term planning

Required Signatures: Signatures from all appropriate areas affected need to be filled out, signed and approval granted. If the space affected is assigned to and will remain within the requesting departments' Academic College or Administrative Division, the appropriate Dean or Department Head must sign the form.

Reminders:

1. Facilities Management will not accept or record any changes to the space without all required authorized signatures on the form.
2. Facilities Management will review the Space Release to ensure it complies with [UND Policy 5.6](#) before accepting and recording any space changes.

An email to the contact person will be sent indicating the approval of the updated department allocation and/or room use.