



# SPACE REQUEST AND MOVE FORM 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 any changes involving space assignments/occupants, room use or moves.

**Space of Interest:** Identifies the current location, departmental allocation and intended room use.

- Building Name: Identifies the current building where the room is.
- Room #: Identifies the current assigned room number of the requested space.
- Dept. #: Identifies the current department number requesting the space.
- Department Name: Identifies the requesting department assigned by name.
- NCES Room Usage code: Code that identifies the newly assigned room use. See the [Facilities management webpage](#) for the list of codes that will best fit your space.
- Room Occupant: Identifies a description of who will occupy the room(s).

**Research conducted:** If any of your rooms are a research related rooms Facilities Management needs to know the type of Research.

**Sponsored:** provide info on granting agency and grant dates

**Spoken to a Facilities Representative:** Answer yes/no if you've discussed with a facilities employee & who they are.

**Utilization Rate:** Estimate the percent of your anticipated occupancy of this space

**Questions:** Because the UND Space Committee evaluates your application, you must fully justify your request by answering several questions.

\*\*\*\*\*If a move is in conjunction with your space change, please continue with the following instructions. \*\*\*\*\*

**Requested Move Date:** Anticipated date for your move. This will be tentative until confirmed within our current work scheduling.

**Contact Information:** Who will be the point(s) of contact for the change of space and/or move.

**Estimate Requested:** Will an estimate be needed before your move? Please check box, if so.

**Funding Source:** The funding source of the move includes the Fund number, Department number and may include a Program or Project number for the budget that will be paying for the move.

**Move Details:** Please describe your move in detail and needs for your upcoming move. Consult [Departmental Move Guide](#) for sample list of items to be moved.

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

## **Reminders:**

1. Facilities Management will not accept or record any changes to the space without all required Authorized signatures on the form.
2. All Space Change or Move Forms will be reviewed to ensure they comply with [UND Policy 5.6](#) before accepting and recording any space changes.

3. Prior to your move, please provide a listing of all your larger items that need moving and current/future location. [See Departmental Move Guide.](#)
4. If your space change/request/move also requires modification of your new area, you also need to submit a Facilities project request. Instructions and form are located [here](#). Email form to [und.facilities@UND.edu](mailto:und.facilities@UND.edu) to start the process. We will notify you when we've processed your project form and assign it a project number.
5. Contact the Facilities Management Lock Shop to determine the keying configuration in your new room(s) will meet your security needs. A [Door Access Request Form](#) must be completed and submitted to Facilities Management (Box 9032) for issuance of keys or electronic door access for the new space. For questions regarding keys, call 777-3275.

**We will send an email to the contact person, indicating the approval of the updated department allocation and/or room use.**