New Procedures for Space Changes

Effective Date: March 1, 2015

Applies to: All major administrative units (MAUs) on the Las Cruces (Main) campus, including academic (I&G) space, auxiliaries, research, and all other types of space. At this time, the new procedures do not apply to the branch community colleges, the Agricultural Experiment Stations (Ag Science Centers statewide), Arrowhead Research Park, or leased properties and spaces (spaces with current leases in place).

Facilities & Services (FS), Office of Space Management (OSM), is implementing new procedures that will apply to all space changes, beginning March 1, 2015. The new procedures are outlined as follows:

For All Moves, Space Changes, Change of Use or Function, and Space Requests: (see below for Projects)

1. Department submits a Customer Service Request on the FS web site: [http://facilities.nmsu.edu/req_selection/](http://facilities.nmsu.edu/req_selection/) (or click on the AiM button at the bottom of the FS web page):
   a. Log into AiM
   b. Click on “Customer Service”
   c. Click on “Customer Request”
   d. On the form, click on the “New” button at the far right end of the upper panel
   e. Fill out the form using as simple a message as you’d like, such as “request a move”, or add more information for further explanation.
   f. When form is complete, click on the “Save” button at the far right end, which will submit the request.
   g. You will receive an automatic electronic response assigning a Work Order number. This number will be used in the move process and you can use it to track the progress of the move.

2. OSM will respond directly to the request submitter within 24 working hours, by phone and then in person. OSM will ask some questions regarding the move. These questions will include:
   a. Who do you propose to move and where (room numbers)?
   b. Who will move into the space that is vacated?
   c. OSM will look at the spaces involved and may offer suggestions for routine maintenance that could be done as part of the move process.
   d. Do you wish to manage the move yourself, or would you like OSM to manage the move?

3. If OSM manages the move, you will be kept in the loop throughout the process.

4. If you manage the move yourself, you will be asked for the Work Order number along the way (for example, by ICT, FS Moves, FS Keys, etc.)

A. For simple moves within a department:

   Note: A simple move is moving someone into an office within the same department that has been vacated, or exchanging offices between staff in the same department. A simple move does not involve any structural changes, electrical changes, or system furniture changes.

B. For moves between departments or between major administrative units:

   Submit a Customer Service Request (see #1 above) to Space Management. Space Management will prepare the request for presentation to the Space Committee. The Space Committee has final approval of these types of moves.
C. **For Changes of Use or Function:**
Submit a Customer Service Request (see #1 above) to Space Management. Space Management will prepare the request for presentation to the Space Committee. The Space Committee has final approval of these types of functional changes.

D. **To request additional space or space for new programs:**
Submit a Customer Service Request (see #1 above) to Space Management. Space Management will prepare the request for presentation to the Space Committee. An analysis of all currently assigned space will be prepared for Space Committee review along with recommendations from Space Management. The Space Committee has final approval of these types of requests.

**For All Projects:**
1. Department submits a Customer Project Request on the FS web site:
   [http://facilities.nmsu.edu/req_selection/](http://facilities.nmsu.edu/req_selection/) (or click on the AiM button at the bottom of the FS web page):
   a. Click on Project Request
   b. Fill out the Project Request Form and submit as noted on the form.
   c. A project manager will be assigned and the project manager will contact OSM.
2. OSM will work through the project manager and may contact the request submitter for more information.

More information is available at OSM. Contacts include:

   - Greg Walke, University Architect: 646-1360 [walke@nmsu.edu](mailto:walke@nmsu.edu)
   - Steve Self, Manager, Space Planning: 646-2525 [stemself@nmsu.edu](mailto:stemself@nmsu.edu)
   - Suzanne Montes, Space Planner: 646-7734 [sumolina@nmsu.edu](mailto:sumolina@nmsu.edu)

The Space Planning web site is [http://osm/nmsu.edu](http://osm/nmsu.edu)
The University & Campus Planning web site is [http://masterplan/nmsu.edu](http://masterplan/nmsu.edu)
The Facilities & Services web site is [http://facilities.nmsu.edu](http://facilities.nmsu.edu)