Facilities Space Planning
Office of University Architect & Space Management
MSC 3545, New Mexico State University
P.O. Box 30001, Las Cruces, NM 88003-8001

Space Change Procedures

NMSU Facilities Space Planning Procedures: These procedures apply to all Major Administrative Units (MAUs) on the Las Cruces (Main) campus, for all space types. These procedures currently do not apply to community colleges, statewide agricultural science centers, arrowhead research park, or properties with existing external leases.

1. Initial Setup: Obtaining AiM Access

Before submitting a request, users must have access to the AiM system.

- Submit an IT Computer Systems Access request
- Once access is granted, proceed to the Customer Service Request steps below

2. How to Submit a Customer Service Request

All space requests must be initiated through the AiM system.

a. **Navigate: Log in to AiM and go to:** Customer Service > Customer Request > New
b. **Narrative Description (Top Red Box):** Provide a clear, detailed summary of your request. Start the description with one of the following prefixes:
   - **"Space Request":** Use for procedures **A, B, C, D** and **E**
   - **"Space Management":** Use for procedure **F** (Tents) and **G** (Data Space Request)
c. **Required Information:** In addition to all sections highlighted in **red**, you must ensure the following fields are completed: **Organization, Requester, Contact Information, and Room Number**
d. **Save: Click** "Save" at the top left to submit. You will receive an automated Customer Request number

3. Next Steps and Processing

- Once the AiM request is submitted, you must email the **required documents** to space-mgt@nmsu.edu to begin the processing phase.
- The Office of Space Planning (OSP) may contact you for additional information, photos of the space, or clarification.
- Our office typically responds to submissions **within seven business days.**

4. Space Procedure Categories

Agreement Letters and Justification Memo must be signed by the Director, Department Head, Dean or Vice President of *the **Releasing** Dept./MAU Space Administrator.*

A. Simple Move

Relocating personnel into a vacant office or exchanging offices/cubicles within the same Department or MAU and does not involve structural, electrical, or systems furniture changes. Contact fsworkorder@nmsu.edu for moving assistance.

Required Documents:

Space Request Form

Required Signatures:

The **Requesting** Dept./MAU Space Administrator

B. Non-Simple Move

Relocating personnel or exchanging offices between different MAUs (e.g., a department moving from the College of Arts & Sciences to the College of Engineering). Does not involve structural, electrical, or systems furniture changes. Contact fsworkorder@nmsu.edu for moving assistance.

Required Documents:

1. Space Request Form
2. Agreement Letter from the **Releasing** Dept./MAU Administrator

Required Signatures:

*The **Requesting** and the **Releasing** Dept./MAU Space Administrators*

NM STATE UNIVERSITY

C. FICM Code Update

A formal change to the 'Room Use Code' that identifies a change in a room's function, even if no physical renovations or personnel moves occur. (Example: A Departmental 350-Conference Room is officially converted into a scheduled 110-Classroom).

Required Documents:

Space Request Form

Required Signatures:

The **Requesting** Dept./MAU Space Administrator

D. Capacity Assessment

A request to evaluate or change the official occupancy limit of a room. This ensures the space remains compliant with safety codes and university standards (e.g., adding workstations for graduate students). Note: If the assessment requires new furniture or electrical outlets, a separate FS Work Order must be submitted after the capacity is approved.

Required Documents:

Space Request Form

Required Signatures:

The **Requesting** Dept./MAU Space Administrator

E. Request for Additional Space

A formal petition for square footage beyond a department's current allocation to accommodate growth, new programs, or specialized equipment (within existing inventory only).

Required Documents:

1. Space Request Form
2. Justification Memo from the **Requesting** Dept./MAU Space Administrator
3. Agreement Letter from the **Releasing** Dept./MAU Administrator

Required Signatures:

*The **Requesting** and the **Releasing** Dept./MAU Space Administrators*

F. Tent Request

You may use the Interactive Campus Map for reference.

Request Types: New tent, renew tent, relocate tent, or relinquish a tent.
Non-Permitted Use: Tents may not be used for storage, vehicle/equipment shading.
Request Timeline:
Request Window: November 1 – 30,
Relocation Period: December 20 – January 20,
Active Reservation Period: January 1 – December 20
Cost: Approximately $2,500 per move, and an optional $500 add-on for pressure washing. A valid index number is required at the time of the request.
Liability: The department requesting is responsible for the tent. Facilities & Services (FS) will not repair or replace tents damaged by vandalism or acts of nature.
Selection Process: Requests are handled on a first-come, first-served basis. Submitting a request does not guarantee a tent.

Required Documents:

Tent Request Form

Required Signatures:

Requestor Only

G. Space Data Request

Space Data Requests include, but are not limited to, floor plans, occupancy reports, and campus or building maps.

Required Documents:

None

Required Signatures:

N/A