

Space Change Procedures

Effective Date: March 1, 2015

Last Update: March 1, 2019

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), Facilities Space Planning (FSP), has implemented new procedures that will apply to all moves, space changes, changes of use or function, space requests and project requests, beginning March 1, 2018. The new procedures are outlined as follows:

All Moves, Space Changes, Change of Use or Function, and Space Requests:

1. Department submits a Customer Service Request on the FS web site: http://facilities.nmsu.edu/req_selection/ (or click on the AiM button at the bottom of the FS web page):
 - a. Click on “Service Request”
 - b. Log into AiM
 - c. Click on “Customer Service”
 - d. Click on “Customer Request”
 - e. On the form, click on the “New” button at the top left of the upper panel
 - f. Fill out the form using a simple message, such as “request a move”, “space request”, and add information for further explanation.
 - g. Complete all required sections that are highlighted in red.
 - h. When form is complete, click on the “Save” button at the top left of the form, which will submit the request.
 - i. You will receive an automatic electronic response assigning a Customer Request number.
2. FSP will receive or be notified of your customer request and will respond directly to the request submission within 24 working hours by phone.
3. FSP will ask some questions regarding the move. These questions will include:
 - a. Who do you propose to move and where (building and room numbers)?
 - b. Who will move into the space that is vacated?
 - c. FSP will offer routine maintenance (office assessment) that could be done as part of the move process.

A. Simple moves within a major administrative unit:

Submit a Customer Service Request (see #1 above) to Space Planning. A simple move is moving someone into an office within the same MAU that has been vacated, or exchanging offices/cubicles between staff in the same MAU. A simple move does not involve any structural, electrical, or system furniture changes.

B. Moves between departments or between major administrative units:

Submit a Customer Service Request (see #1 above) to Space Planning. Space Planning will provide you with the Space Request and Assessment Form that will need to be completed, signed and submitted to space-mgt@nmsu.edu. Space Planning will prepare the request for presentation to the Space Committee. The Space Committee has final approval of these types of moves.

C. Changes of Use or Function:

Submit a Customer Service Request (see #1 above) to Space Planning. Space Planning will prepare the request for presentation to the Space Committee. The Space Committee has final approval of these types of functional changes.

D. Requesting additional space or space for new programs:

Submit a Customer Service Request (see #1 above) to Space Planning. Space Planning will provide you with the Space Request and Assessment Form that will need to be completed, signed and submitted to space-mgt@nmsu.edu. Space Planning will prepare the request for presentation to the Space Committee. All currently assigned space will be analyzed for the Space Committee review along with recommendations from Space Planning. The Space Committee has final approval of these types of requests.

All Projects requests involving structural changes:

1. Department submits a Customer Project Request on the FS web site: 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 contact FSP.
2. FSP will collaborate with the project manager and may contact the requestor/submitter for more information.

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Space Planning website: <https://space.nmsu.edu>

University Architect website: <http://architect.nmsu.edu>

Facilities & Services website: <https://facilities.nmsu.edu>