

Property Code Request Form

Required: Attached map with property/structure outlined.

Request Date:

Requestor:

Phone or Email:

Property Type: Building Outdoor Object Land

Property Name:

Property Address:

Acquired/Built Date:

Demolished Date:

of Floors:

GSF/Acres:

On/Off Campus:

On	Off
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Structure Status:

Permanent	Temporary
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State Supported:

Yes	No
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Auxiliary:

Yes	No
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Acquisition:

New Construction	Purchase	Lease	Other:
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Ownership:

Owned	Leased	Occupied	Other:
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Property Status:

Planned	Active	Demolished	Other:
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Property Use:

Academic	Housing	Recreation	Residential House	Storage
Athletics	Parking	Research	Other:	

Property Group:

Allerton	CERL	Research Park	Willard Airport
Chanute	Dixon Springs	S Farms Buildings	Other:

Internal Use Only:	
Entry Type:	New Reclaim
Location #:	
Note:	
	Archibus Updated
	GIS Updated
	AiM Updated
	Item Added to Email Notification
	Notification Sent

Refer to page 2 for additional related information.

Property Code Request Form: Definitions

Property Type:	Building:	Defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, materials or equipment. Minor structures may receive a property code if they meet the following guidelines, they are attached to a foundation, have a roof, are serviced by a utility, exclusive of lighting and require significant maintenance and repair activities as determined by the institution. (e.g. Lincoln Hall, Enclosed Information Center, Barn, Utility Shelter, Bus Shelter, Parking Deck)
	Land/Landscape:	Tract of land, or landform not used for athletic purposes. (e.g. corn field, recently purchased or cleared tract of land, forest, quad, boneyard creek, berm, pond, park, garden, flower beds)
	Outdoor Object:	Outdoor, fixed, freestanding, manmade things that are not enclosed with a roof or part of a utilities distribution system. (e.g. transmission tower, sign, Hallene Gateway Plaza, McFarland Carillon, bike shelter)
GSF/Acres:	GSF:	Gross square feet; the sum of all areas on all floors of a building included within the outside faces of its exterior walls
On/Off Campus:	On:	Property located within the master plan boundary (Figure 1) and/or within the campus general vicinity, including what is commonly referred to as both "main campus" and "south farms"
	Off:	Property located outside of the master plan boundary (Figure 1) and/or outside the campus general vicinity, what is commonly referred to as both "main campus" and "south farms". <u>Does not include properties located at Allerton, Willard, or CERL</u>
Acquisition Type:	New Construction:	Property currently under construction or newly constructed
	Purchase:	Property purchased by the University
	Lease:	Property leased by the University
	Other:	Property acquired by other means; please specify
Ownership:	Owned:	Property owned by the University
	Leased:	Property is leased by the University
	Occupied:	Property not owned or leased but still occupied by the University
	Other:	Property not owned, leased, or occupied by the University; please specify
Property Status:	Active:	Property is occupiable and usable
	Planned:	Property is in development
	Demolished:	Property is demolished
	Other:	Property is not active, planned, or demolished; please specify
Auxiliary:	Auxiliary:	An entity that exists to furnish goods or services to students, faculty or staff and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services (e.g. Division of Intercollegiate Athletics, Housing, Parking, Airport); self-supporting facilities, not state funded
State Supported:	State Supported:	Facilities supported with state funds

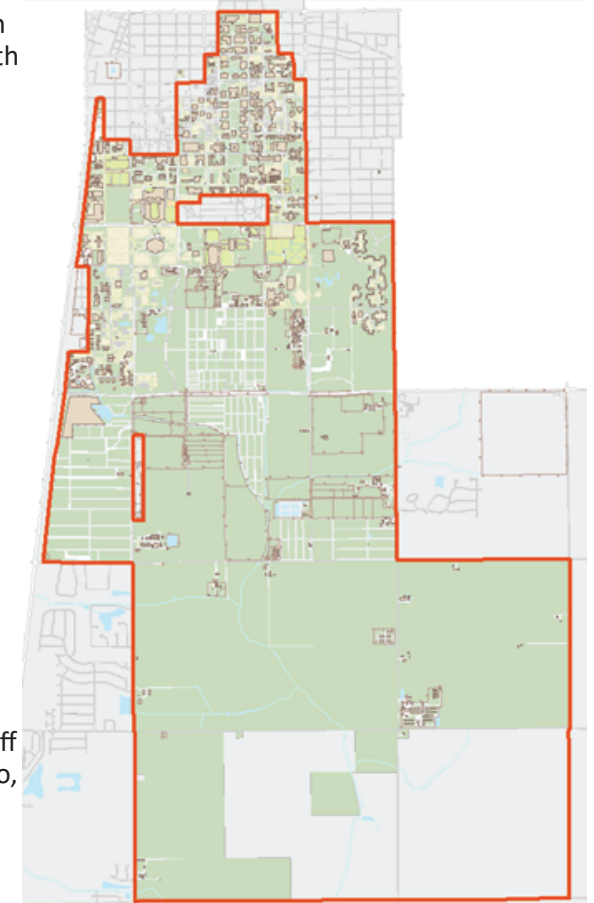


Figure 1- Campus Master Plan Boundaries