

# Property Code Request Form

Required: Attach site 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:                   

Structure Status:                   

DOR:                         

Internal Use Only:

Entry Type:              New              Reclaim

Location #:

Note:

Archibus Updated

GIS Updated

AiM Updated

Item Added to Email Notification

Notification Sent

Acquisition:                                               

Ownership:                                               

Property Status:                                               

Building Use:                                    
                                                    

Property Group:                                                  
                                      

*Refer to page 2 for additional related information.*

Please return this form to: FandS FIR Space Management <fandsfiresic@mx.uillinois.edu>  
Facilities Information Resources

6.4.1.1 Property Code Request Form 04/11/2025

# Property Code Request Form: Definitions

<b>Property Type:</b>	<b>Building:</b>	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)
	<b>Land/Landscape:</b>	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)
	<b>Outdoor Object:</b>	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)
<b>GSF/Acres:</b>	<b>GSF:</b>	Gross square feet; the sum of all areas on all floors of a building included within the outside faces of its exterior walls
<b>On/Off Campus:</b>	<b>On:</b>	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"
	<b>Off:</b>	Property located outside of the master plan boundary (Figure 1) and/or outside the campus general vicinity.
<b>Acquisition Type:</b>	<b>New Construction:</b>	Property currently under construction or newly constructed
	<b>Purchase:</b>	Property purchased by the University
	<b>Lease:</b>	Property leased by the University
	<b>Other:</b>	Property acquired by other means; please specify
<b>Ownership:</b>	<b>Owned:</b>	Property owned by the University
	<b>Leased:</b>	Property is leased by the University
	<b>Occupied:</b>	Property not owned or leased but still occupied by the University Property
	<b>Other:</b>	not owned, leased, or occupied by the University; please specify
<b>Property Status:</b>	<b>Active:</b>	Property is occupiable and usable
	<b>Planned:</b>	Property is in development
	<b>Demolished:</b>	Property is demolished
	<b>Other:</b>	Property is not active, planned, or demolished; please specify
<b>DOR:</b>	<b>F&amp;S:</b>	SF&S is responsible for DOR
	<b>College/Dept:</b>	Self-supporting facilities. College or department is responsible for DOR.
	<b>Split:</b>	DOR is shared.

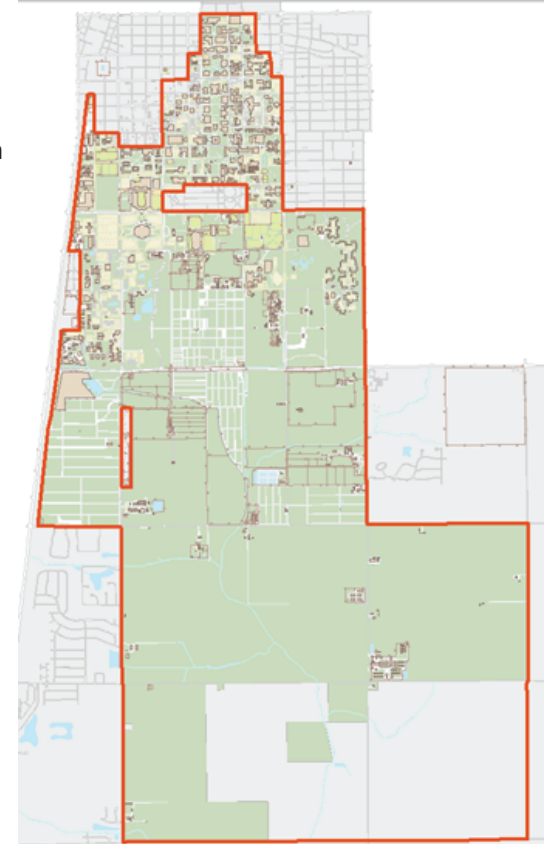


Figure 1- Campus Master Plan Boundaries