

# 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:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">On</td> <td style="width:50%; text-align: center;">Off</td> </tr> </table>			On	Off				
On	Off								
Structure Status:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Permanent</td> <td style="width:50%; text-align: center;">Temporary</td> </tr> </table>			Permanent	Temporary				
Permanent	Temporary								
DOR:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">F&amp;S</td> <td style="width:33%; text-align: center;">Dept/College</td> <td style="width:33%; text-align: center;">Shared</td> </tr> </table>			F&S	Dept/College	Shared			
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State Support:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Yes</td> <td style="width:33%; text-align: center;">No</td> <td style="width:33%; text-align: center;">Split</td> </tr> </table>			Yes	No	Split			
Yes	No	Split							
Auxiliary:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Yes</td> <td style="width:50%; text-align: center;">No</td> </tr> </table>			Yes	No				
Yes	No								
Acquisition:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; text-align: center;">New Construction</td> <td style="width:25%; text-align: center;">Purchase</td> <td style="width:25%; text-align: center;">Lease</td> <td style="width:25%; text-align: center;">Other:</td> </tr> </table>			New Construction	Purchase	Lease	Other:		
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Ownership:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; text-align: center;">Owned</td> <td style="width:25%; text-align: center;">Leased</td> <td style="width:25%; text-align: center;">Occupied</td> <td style="width:25%; text-align: center;">Other:</td> </tr> </table>			Owned	Leased	Occupied	Other:		
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Property Status:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; text-align: center;">Planned</td> <td style="width:20%; text-align: center;">Future</td> <td style="width:20%; text-align: center;">Active</td> <td style="width:20%; text-align: center;">Demolished</td> <td style="width:20%; text-align: center;">Other:</td> </tr> </table>			Planned	Future	Active	Demolished	Other:	
Planned	Future	Active	Demolished	Other:					
Building Use:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Academic</td> <td style="width:33%; text-align: center;">Campus Admin</td> <td style="width:33%; text-align: center;">Housing, DIA, Campus Rec</td> </tr> <tr> <td style="width:33%; text-align: center;">University Admin</td> <td style="width:33%; text-align: center;">F&amp;S</td> <td style="width:33%; text-align: center;">Other:</td> </tr> </table>			Academic	Campus Admin	Housing, DIA, Campus Rec	University Admin	F&S	Other:
Academic	Campus Admin	Housing, DIA, Campus Rec							
University Admin	F&S	Other:							
Property Group:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Allerton</td> <td style="width:33%; text-align: center;">Campus</td> <td style="width:33%; text-align: center;">Research Park</td> </tr> <tr> <td style="width:33%; text-align: center;">Willard</td> <td colspan="2" style="text-align: center;">Other: e.g. Orchard Downs, CERL, Chanute (Please Specify)</td> </tr> </table>			Allerton	Campus	Research Park	Willard	Other: e.g. Orchard Downs, CERL, Chanute (Please Specify)	
Allerton	Campus	Research Park							
Willard	Other: e.g. Orchard Downs, CERL, Chanute (Please Specify)								

Internal Use Only:

Entry Type:      New              Reclaim

Location #:

Note:

Archibus Updated  
GIS Updated  
AiM Updated  
Item Added to Email Notification  
Notification Sent

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

*Please refer to the definitions on page 2 before filling out this form.*

# Property Code Request Form: Definitions

Property Type:	<p><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)</p> <p><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)</p> <p><b>Outdoor Object:</b> Outdoor, fixed, freestanding, manmade things that are not enclosed with a roof or part of a utility distribution system. (e.g. transmission tower, sign, Hallene Gateway Plaza, McFarland Carillon, bike shelter)</p>	
GSF/Acres: On/Off	GSF:	Gross square feet; the sum of all areas on all floors of a facility included within the outside faces of its exterior walls
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.
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 is occupied by the University Property
	Other:	not owned, leased, or occupied by the University; please specify
Property Status:	Planned:	Property not approved by BOT, do not assign address
	Future:	Property approved by BOT, please assign address
	Active:	Property may be occupied and is usable
	Demolished:	Property is demolished
	Other:	Property is not planned, future, active or demolished; please specify
Division of Responsibility:	F&S:	F&S is responsible
	College/Dept:	College or department is responsible
	Shared:	DOR is shared between college/dept and F&S
State Supported:	Yes:	Facility is supported by state funds
	No:	Facility does not receive a state fund allocation
	Split:	Facility split funded between state and self-supporting allocations
Auxiliary:	Yes:	Facility is self-supporting does not receive a state fund allocation ( <i>please contact the office of Capital Programs, Real Estate &amp; Utility Services, UI Systems before choosing this option</i> )
	No:	Facility is not self-supporting

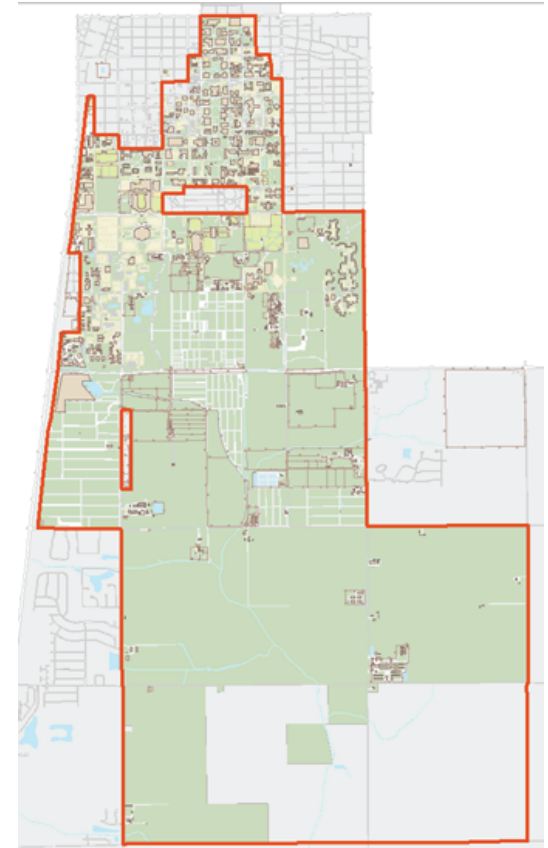


Figure 1- Campus Master Plan Boundaries