The President has approved this space assignment.

Timeframe:

The Emerald City Building that is currently scheduled to occur in October/November, 2011.

This assignment is subject to the full move out of the Purchasing Services offices to

assess the office square footage to be used for offices for the men's and women's basketball

Your request for office space in Purchasing Services Building #47 A, has been approved. This

Subject: Space Request for Office Space in Purchasing Services Building

Date: August 18, 2011

From: James Faller, Director, Athletics

To: Jerome L. Burton, Chair, Space Committee

MEMORANDUM

Fax: 928.523.4230

Flagstaff, AZ 86011-4986

Northern Arizona University

For Finance & Administration

Office of the Vice President
**Request for Space Reassignment**

**Space Planning and Space Utilization Committee**

---

**Reassignment Request: Space Needed**

Date: 8/9/11

**Campus Unit:**

**Requestor:** Jim Fellows

---

**Request for Reassignment:**

**Space Needed:**

- **Location:** Office space for the head coach of each team and the three assistant coaches of basketball.

---

**Features Required:**

- Large video screens or minimum screens for projection purposes

---

**Approx. 3,000 square feet including-backup space

---

**Other:**

- Lab stations available

---

**Space Needed:**

- Office space for the head coach of each team and the three assistant coaches of basketball.

---

**Summary:**

- Reassignment of an already built indoor gym is desired.

---

**Additional Notes:**

- Physical limitations and function.

---

**Building:**

- Location for the requested space:

---

**Area of campus:**

- basketball

---

**Location for the space desired:**

- basketball

---

**Parking Availability:**

- Yes

---

**Research Personnel:**

- Yes

---

**Research Personnel Needed:**

- Yes

---

**Renovation Needed:**

- Yes

---

**Needs to move out of current office within the next four years:**

- Yes

---

**Renovation is intended to be:**

- First day of use

---

**Is there a special need:**

- Yes

---

**Additional Notes:**

- (cont'd)

---

**Return for location requested:**

- 4th floor

---

**Notes:**

- (cont'd)

---

**Reassignment Requested:**

- 4th floor

---

**Title of Person:**

- basketball

---

**Additional Notes:**

- (cont'd)

---

**Received by SPSC:**

- basketball

---

**Date:**

- 8/9/11

---

**Received by:**

- basketball

---

**Date:**

- 8/9/11

---

**Received by:**

- basketball

---

**Date:**

- 8/9/11

---

**Received by:**

- basketball

---

**Date:**

- 8/9/11

---

**Received by:**

- basketball

---

**Date:**

- 8/9/11
A justification based on the university's strategic priorities, personal needs, projected growth of the program, and other relevant factors must accompany this form.

For Cabinet

Denied

Approved

Recommendation sent to administration.
The President has approved this space assignment.

That is currently scheduled to occur in October/November, 2011 timeframe.

Assignment is subject to the full move out of the Purchasing Services Offices to the Emerald City Building.

The office square footage to be used for offices for the Men's and Women's Basketball Coaches. The

Your request for office space in the Purchasing Services Building #47 has been approved. This assign

Subject: Space Request for Office Space in Purchasing Services Building

To: James Fallis, Director Athletics

From: James L. Burton, Chair, Space Committee

Memorandum

August 18, 2011

cc: Space Committee Members