

# Hokona Storage

## *Information Guide*

2016

# Occupancy Instructions/Information

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- Analyze space needs
- Confirm available spaces
- Execute Occupancy Agreement
  - Term – FY (July 1<sup>st</sup> to June 30<sup>th</sup>). To continue automatically until a written cancelation is receive by either party.
  - Use – Departmental Storage space. Must meet all UNM Compliance regulations.
  - Rent – Rent shall be paid in full for the FY. Partial FY will be prorated.
  - Damage - Occupant is responsible for all damage other than ordinary wear and tear.
  - Alterations – Occupant shall not make any improvements, modifications or alterations with out approval.
  - Keys – Keys are assigned by the UNM Main Lock Shop. UNM's Key policies must be followed.
  - Custodial – No custodial services are provided. Trash must be removed by the occupant.
  - Utilization – Space Management will randomly check the utilization of all storage cages.

# Storage Units

Unit No.	Occupant	Sq. Ft.
040A1	Emergency Medicine	100
040C	Communication & Marketing	115
042A		120
042A1		70
042D	Army ROTC	184
042F	Army ROTC	135
042G	University Secretary	122
042H	Spanish Colonial Research Center	133
042I	Global Education Office	195
042J	Real Estate Department	195
042K	UNM Medical Group	115
042L	Music	135
042M	Music	102
042N	Music	193
042O	Center for Regional Studies	197
042O1		60
042P	Army ROTC	181
042Q	Faculty Affairs & Svcs	194
042R	Army ROTC	194
042S	UNMMG Truman St Clinic	194
042T	Air Force ROTC	192
042U	Spanish Colonial Research Center	50
042V	School of Public Admin.	121
042W	Army ROTC	194
042X	School of Law	194
042Y	School of Law	194
042Z	School of Law	194

# Storage Instructions

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## Check-in

- Check-in at the UNM Police Department (UNMPD) “Check-In” entry to let them know you are there.
- If you need the “Loading Zone” parking by the “Storage Entry” and it is block, let them know at the “Check-In Entry” and they will move the UNMPD vehicles for you.
- Press the buzzer at the “Storage Entry” to be buzzed in.
- Walk the facility and turn on the necessary lights
- Add or remove your items into your storage unit(s)

## Check-out

- Lock up your storage unit
- Turn off lights
- Exit through the “Storage Entry”

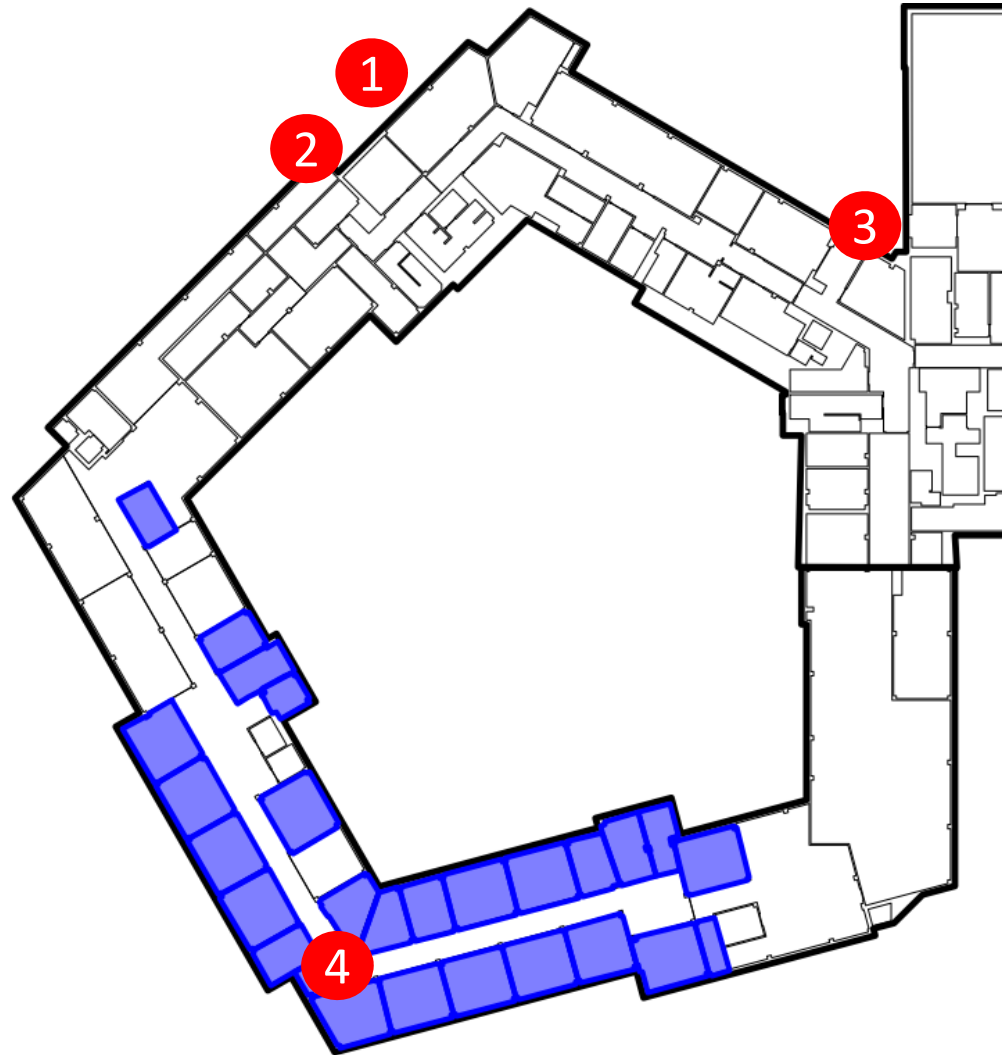
# Building Location

Hokona Storage Facility  
UNM Building No 58

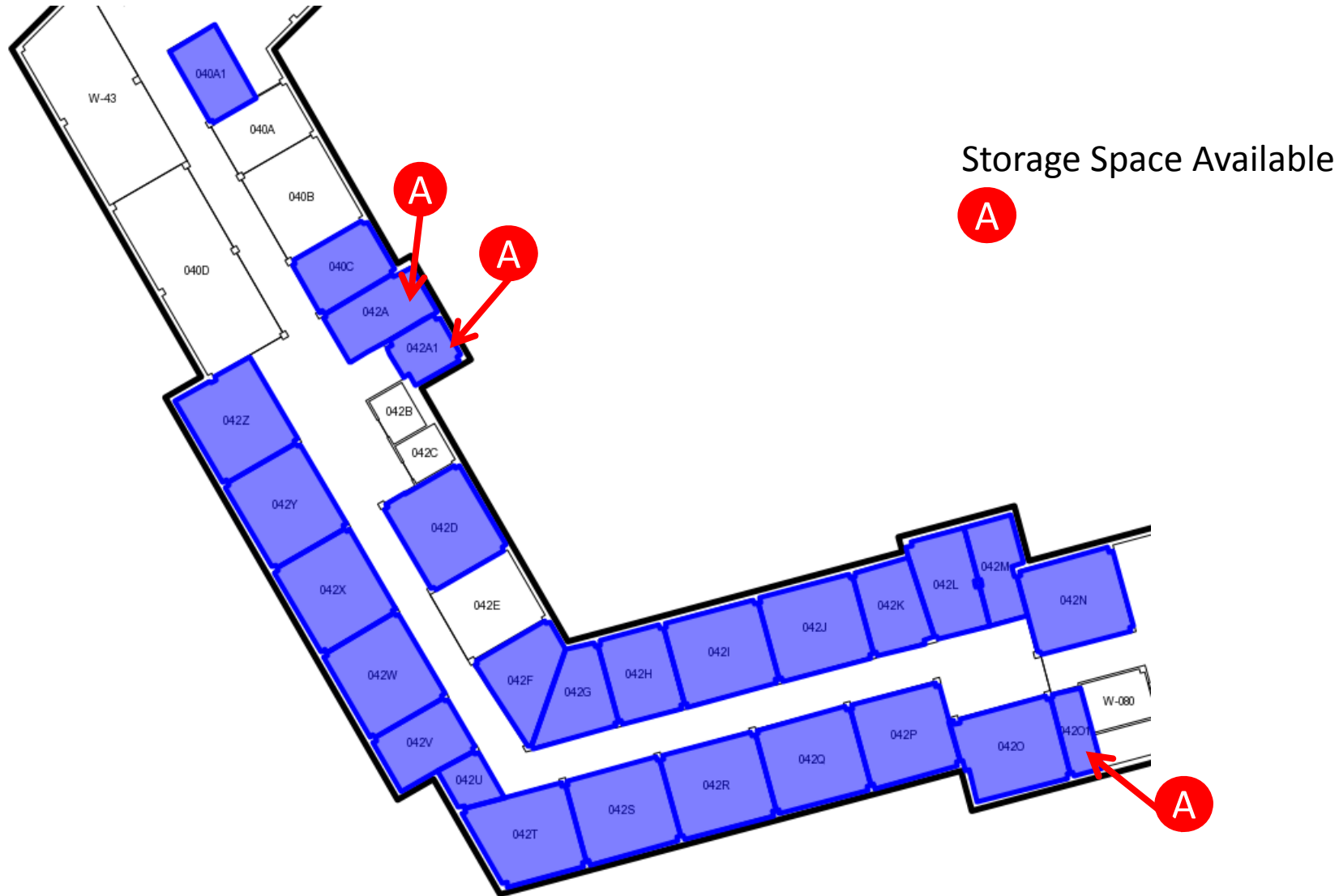


# Room Locations

- 1 Loading Zone
- 2 Storage Entry and Door Buzzer
- 3 Check-In Entry
- 4 Storage Cages



# Storage Rooms



# Light Switch Locations and Exits

— Exit

- - - Emergency Exit

1 Zone 1 Light Switch

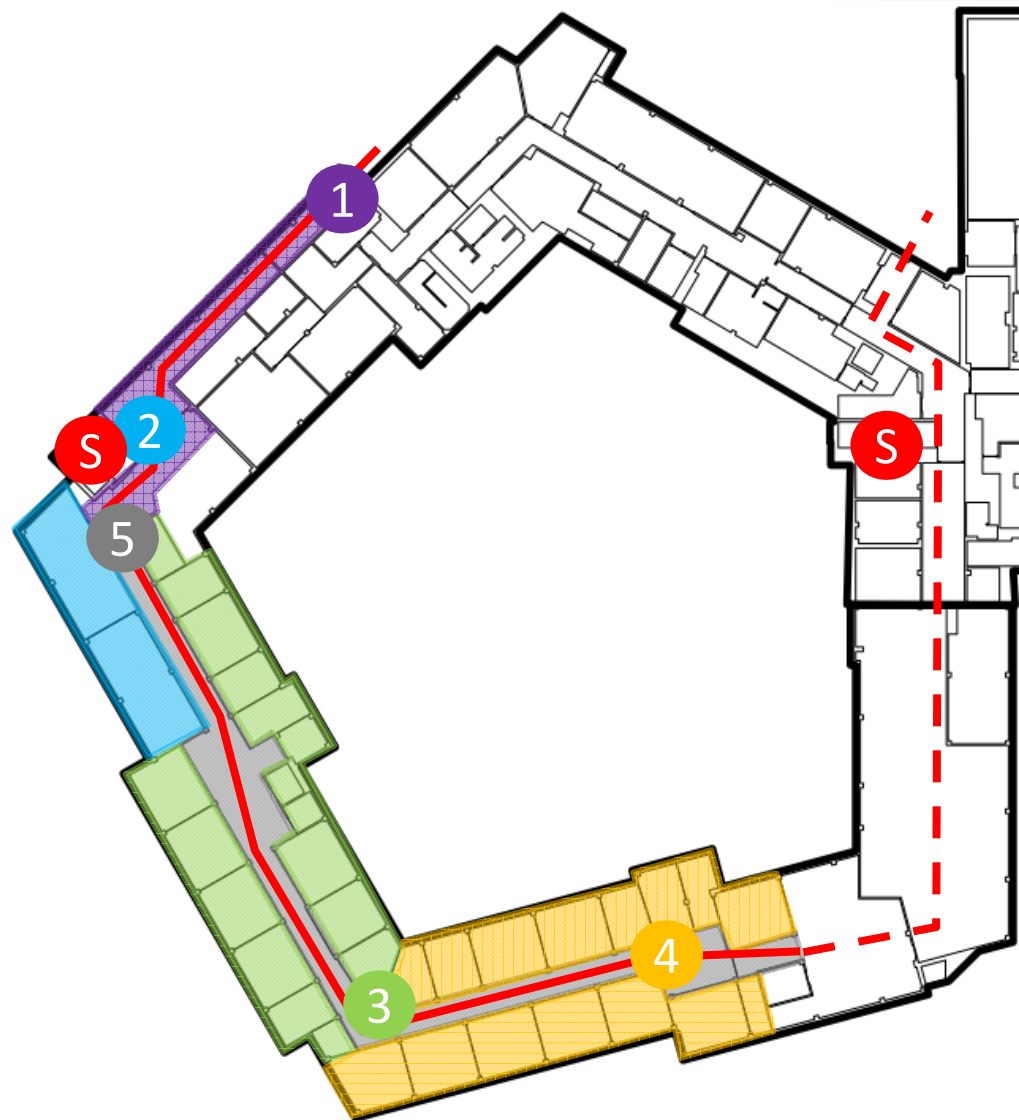
2 Zone 2 Light Switch

3 Zone 3 Light Switch

4 Zone 4 Light Switch

5 Zone 5 Light Switch

S Stairs





# Contact Information

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- Space Management
  - Help Desk: 505-277-3800
  - E-Mail: [spacemgt@unm.edu](mailto:spacemgt@unm.edu)
  - Staff Contacts
    - Stacy Kaneshige, Data Mgr
      - [scooper@unm.edu](mailto:scooper@unm.edu)
      - 505-277-9291
- UNM Police Department
  - Dispatch: 505-277-2241
  - Staff Contacts
    - James Madrid, Commander
      - [jmadrid2@unm.edu](mailto:jmadrid2@unm.edu)
      - 505-277-0231