

UC ANR 2nd Street Space Request Form

please use this form for any new requests, space modifications, and/or nameplate requests

Requestor Name:

Unit:

Employee Name:

Date:

Current Space:

Requested Space:

Exception Rationale:

**# of Days in Office
per week:**

**Employee UC Path
Title**

M TU W TH F

Actual days in office:

Please describe the rationale for this space request. If business-based, explain how this request serves an essential business need.

Explain risks if request cannot be accommodated. Include time-sensitivity, if applicable.

Supervisor Approval:

Unit Leader Approval:

- Once all sections are completed, submit this form to Committee Chair, Brian Oatman, boatman@ucanr.edu
- **If ADA or health-related**, submit directly to UC ANR Human Resources, Jodi Rosenbaum, jrosenbaum@ucanr.edu
- Note that the Second Street Space & Operations Committee (SSSOC) meets the third Tuesday of every month. Requests must be received by the Friday before the standing meeting to be considered in that given month. All space moves/allocations must be pre-approved by the SSSOC.

SSSOC Decision:

**Rationale
(if applicable):**

**SSSOC
Committee
Chair
Signature**

- Note: Please keep a copy of this for your records

Steps to Acquire a Nameplate

- 1) Gather the following information:
 - a) employee name
 - b) SSSOC approved space request form
(if move is internal, please provide Unit Leader approval documentation)
- 2) Submit request via Facilities ASK button
<https://surveys.ucanr.edu/survey.cfm?surveynumber=10373>
- 3) Attach approval documentation to the request
(the nameplate will be denied if submitted without approval documentation)
- 4) Send request

ANR UNIVERSITY OF CALIFORNIA
PORTAL Agriculture and Natural Resources

Aggie Enterprise
UC ANR Aggie Enterprise Website

Ask
UC ANR Aggie Enterprise Team

Stay up to date on the **coronavirus**. [ANR Coronavirus Information](#). [Community Resources](#). [Booster Survey](#).

Report COVID tests, symptoms, or exposures. [Access the survey](#)

Profile
[Redacted]
[Redacted]
[Redacted]
Username: [Redacted]
UCPath EMPLID: [Redacted]

Internal Notification System
ANR Update
Employee Comment: Proposed revisions to...
The University invites comments on proposed revisions to the following Academic Personnel...
Aggie Enterprise continued support...
During this ongoing stabilization period for our new

Second Street Building Information
IT Help | HR Help
Enter Name | Find
Unit Contacts | Advanced Search

New Second Street Space Guidelines
Space Guidelines for the Second Street building have been updated! [View the Guidelines here](#). All space requests are evaluated according to the standards and eligibility rubric outlined in this document. If you have any questions, please contact the Second Street Space Committee.

Where to Send Space Requests
All requests for new workstations and/or workstation moves must be submitted as follows:

- Regular requests to: [Greg Gibbs](#), UC ANR Executive Director, Development Services
- Medical-related requests to: [Jodi Rosenbaum](#), UC ANR Employee Relations Business Consultant, Human Resources

Please use this [Space Request Form](#). Download, complete and save it to your files for your records.

Approval Process & Timeline
All space requests are considered and decided by the Second Street Space & Operations Committee. This Committee meets the third Tuesday of every month. Please plan ahead; space requests must be received the Friday before each committee meeting to be considered.

Suggestion Box

- Add suggestions that are applicable just to Second Street. Please consider if it's an issue that should be addressed at the monthly Town Hall before adding here.
- Request discussion on an emerging issue at the quarterly Second Street Meetings.
- Bring an issue to the attention of the Second Street Unit Leaders. We'd appreciate your offering possible solution(s) as well.

Facilities Ask Button
Use for routine requests or questions to facilities, such as:

- Repairs - lights out and so on.
- HVAC/temperature requests and issues

Second Street All Hands Meeting
After discussion and review, All Hands Meetings have been suspended until further notice. Should something urgent come up, we will schedule meetings as needed.

Monthly ANR Town Hall

Ask a Question

The ASK button is the preferred method to report issues with the building. All subjects concerning copiers/printers, temperature, lighting, nameplate updates, keys, key fobs, bike lockers, restrooms, and building repairs should be submitted using the ASK button.

Improving our work environment depends on you, regardless of the collection method, employees are still our

New ANR Building
Open Survey

New ANR Building

Please ask your question *

Name *

Email *

Phone *

Upload your file [Choose File] [No file chosen]

Submit Question