



INSTITUTIONAL  
SUPPORT  
SERVICES

# Hokona Storage

## *Information Guide*

FY24

# 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 received 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 without approval.
  - Keys – Key requests are to be requested via [mmerc1@unm.edu](mailto:mmerc1@unm.edu). Requests will be approved and signed by Dir, Capital & Space Strategies. Keys to the UNM Lock Shop, where they will be issued. UNM's UAP 5010 - Key Authorization must be followed.
  - Custodial – No custodial services are provided. Trash must be removed by the occupant.
  - Utilization – Capital & Space Strategies will randomly check the utilization of all storage cages.

# Building Location

Hokona Storage Facility  
UNM Building #58



# Storage Instructions

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## Check-in

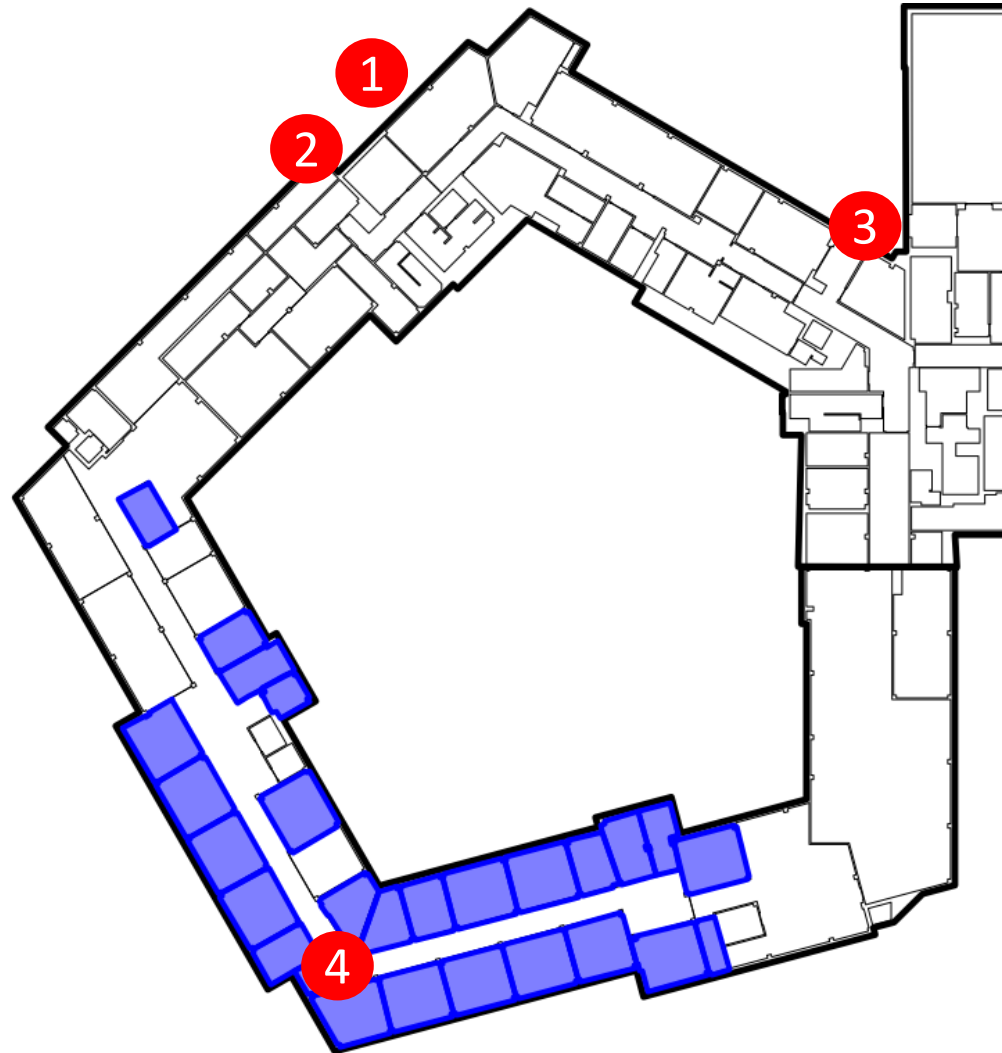
- Check-in at the UNM Police Department (UNMPD) “Check-In” entry to let them know you are there.
- If you need the “Loading Zone” parking by the “Storage Entry” and it is block, let them know at the “Check-In Entry” and they will move the UNMPD vehicles for you.
- Press the buzzer at the “Storage Entry” 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

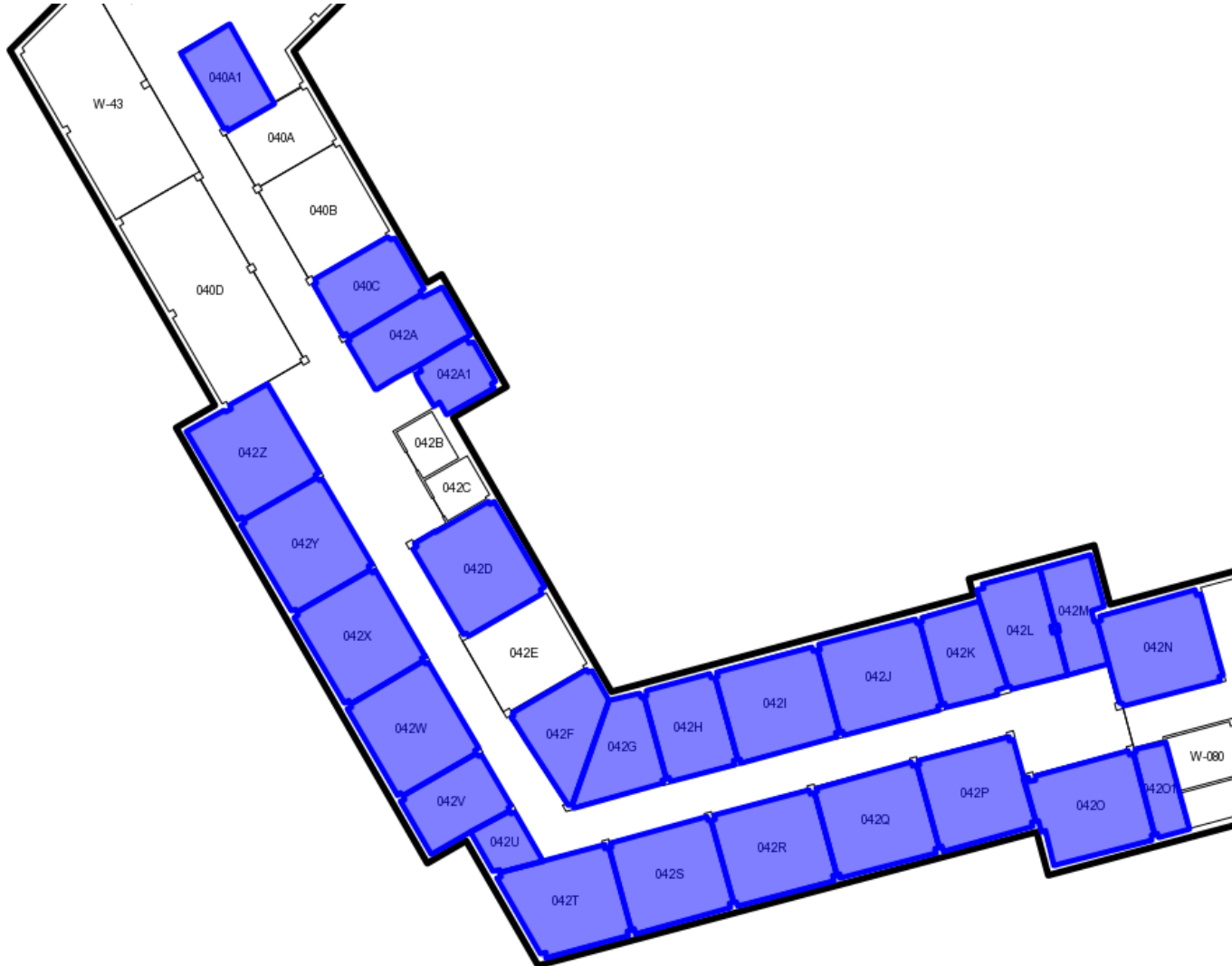
- Lock up your storage unit
- Turn off lights
- Exit through the “Storage Entry”

# 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

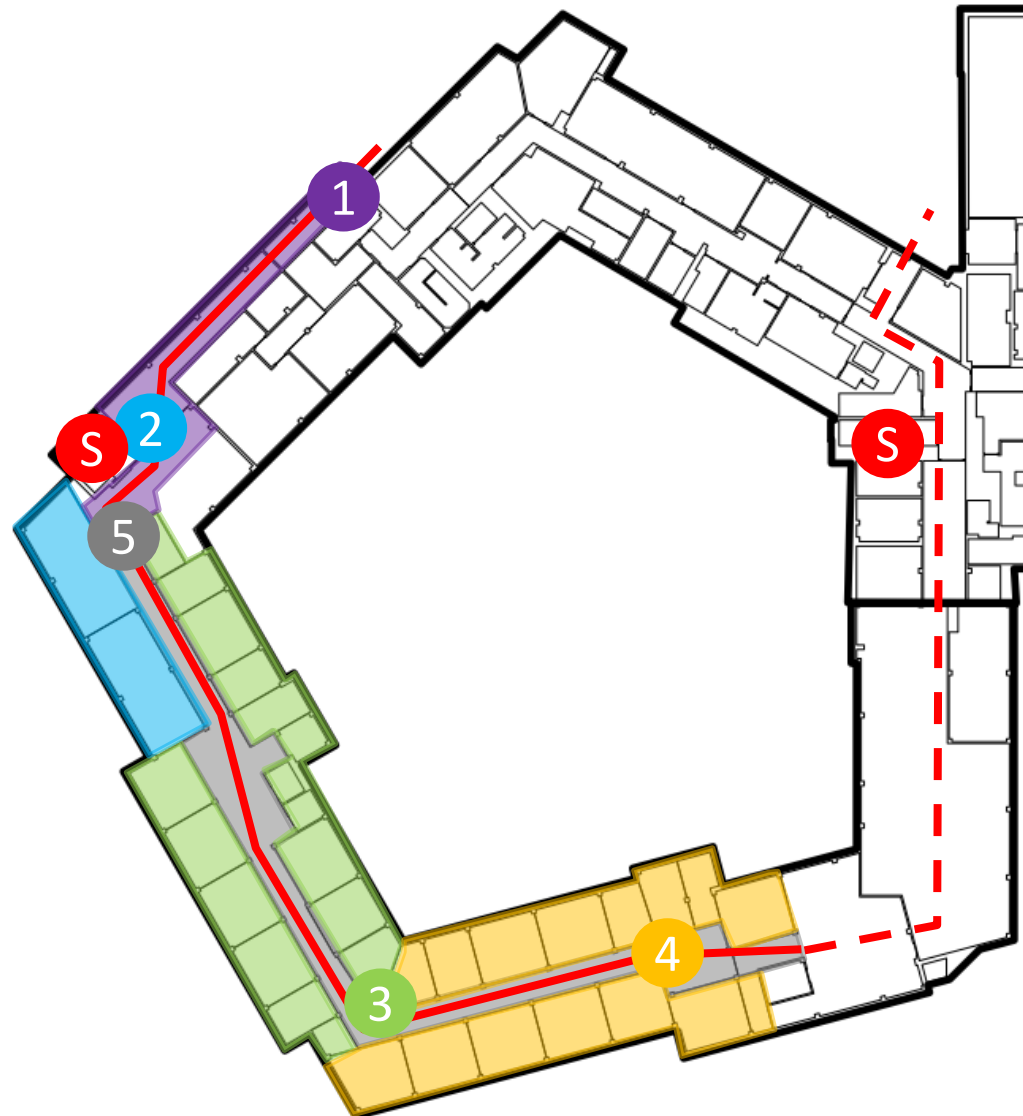
2 Zone 2 Light Switch

3 Zone 3 Light Switch

4 Zone 4 Light Switch

5 Zone 5 Light Switch

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# Contact Information

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- Institutional Support Services

- Staff Contacts

- Jessica Ramos, Dir, Capital & Space Strategies

- E-mail: [jdramos@unm.edu](mailto:jdramos@unm.edu)

- Melissa Mercer, Administrative Assistant 3

- E-Mail: [mmerc1@unm.edu](mailto:mmerc1@unm.edu)

- UNM Police Department

- Dispatch: 505-277-2241

- Staff Contacts

- Tim Stump, Acting Commander

- [tstump@unm.edu](mailto:tstump@unm.edu)

- 505-277-0231