Hokona Storage

*Information Guide*

FY24
Occupancy Instructions/Information

- Analyze space needs
- Confirm available spaces
- Execute Occupancy Agreement
  - Term – FY (July 1st to June 30th). 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 – Key requests are to be requested via mmercer1@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

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
Light Switch Locations and Exits

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

Exit
Emergency Exit

July 2023
Contact Information

- Institutional Support Services
  - Staff Contacts
    - Jessica Ramos, Dir, Capital & Space Strategies
      - E-mail: jdramos@unm.edu
    - Melissa Mercer, Administrative Assistant 3
      - E-Mail: mmercer1@unm.edu

- UNM Police Department
  - Dispatch: 505-277-2241
  - Staff Contacts
    - Tim Stump, Acting Commander
      - tstump@unm.edu
      - 505-277-0231