

Alternate Space Requirements Tool

School/Dept.:		Name / Number of Contact:	
<p>Instructions: When a UMB facility is impacted, the Continuity Manager and dept./school facility manager will use this form to gather gaps in requirements needed by impacted unit(s) for an alternate space. Needs should be identified based on the following:</p> <ul style="list-style-type: none"> Must: Without, classes will be cancelled, research will halt, animals will be compromised, essential processes will not be able to be performed. Should: Without, disruption to student services, academics, research, and/or essential processes will be significantly disrupted. Nice: Desirable to have in an alternate space, but without it impacts will only be minor to moderate. 			

Overall	
What are the essential activities (important and time-sensitive) that require an alternate space to continue being performed? Do they include animal care, patient care, student services, academics, and/or research operations?	
Based on your answer above, what is the <i>most important</i> to resume in an alternate space?	

Requirement Gaps	Must have	Should have	Nice to have
Animal Care			
1. Feasibility to relocate to vacant animal care space on campus?			
2. Regulatory requirements for the location?			
3. Drains			
4. Water			
5. Lighting			
6. Temperature control			
7. Ventilation			
8. Specialized equipment needs?			
Research			
9. Regulatory requirements for the location?			
10. Refrigeration / freezer needs? (Ex: -80 freezers)			

Requirement Gaps	Must have	Should have	Nice to have
11. Specialized safety features (Ex: Biosafety cabinets, Fume hoods)			
12. Specialized equipment needs?			
13. Other facility requirements not already identified?			
Clinical Care			
14. Patient care facility requirements			
15. Regulatory requirements for the location?			
16. Specialized equipment needed?			
Academics			
17. Academic delivery facility requirements			
18. How many concurrent classrooms are needed? <ul style="list-style-type: none"> • Max occupancy? • When do classes occur (dates and times)? 			
General Facility Needs			
19. Hazardous materials requirements? (<i>Delivery, storage, and waste removal needs</i>)			
20. Accessibility and mobility need for those occupying the space? (Ex. Wheelchair ramps)			
21. Electrical power requirements?			
22. Require 24/7 or overnight access?			
23. Physical security needs? (Ex. access control, key lock, cameras)			
24. Require a public facing/reception location?			
25. Need for central support services (Ex. EVS or Security)?			
26. Do you have needs to protect sensitive data? (Ex. HIPAA, etc.)			
27. IT connectivity requirements? (Ex. network, Wi-Fi)			
28. Telecommunications needs?			
29. AV equipment?			
30. Equipment needed, and you don't have?			

Requirement Gaps	Must have	Should have	Nice to have
31. Storage requirements?			
32. Require a loading dock and freight elevator?			
33. Transportation considerations? (Ex. MTA stop)			
34. Other facility needs not already identified?			
35. Other workspace facility requirements not already identified?			

Obtaining Needs	
36. What partner institutions could offer space?	
37. What partner institutions could offer resources / equipment?	
38. What resources or equipment is undamaged and could be moved from the impacted facility to an alternate facility?	
39. What do you anticipate needing to procure?	
40. What is the gap between what the school/dept. can provide vs is currently unmet?	