***TEMPLATE MOU INSTRUCTIONS***

***Per current SOM space policy, “All interdepartmental space loans within the school will be requested in writing from the chairs and directors for the dean’s approval.”***

* Submit a draft Memorandum of Understanding (MOU) to the SOM Dean’s Office using the template below.
  + - * The areas highlighted in yellow require your attention.
      * For faster turn-around, please obtain all necessary department level signatures before submitting to the school ([Karin.Wong@ucsf.edu](mailto:Karin.Wong@ucsf.edu)) for final review.
      * Please include a highlighted/annotated floor plan (downloadable from Archibus). **For assistance, please contact SOM Space Projects Manager, Adrian Miu.**
* Upload the signed MOU to the campus Space Management System of record, Archibus.
  + - * To remain in effect, all loans must be documented by the loaning/loaned departments in Archibus. **For assistance, please contact SOM Space Projects Manager, Adrian Miu (**[**Adrian.Miu@ucsf.edu**](mailto:Adrian.Miu@ucsf.edu)**)**

**Memorandum of Understanding**

OCCUPANCY AGREEMENT RE: **building and room number(s)**

SUMMARY

**This document confirms the space loan agreement between the Department of xxxxxxx and the Department of xxxxxxx regarding building and room number(s).** These spaces are circled and annotated on the attached floor plan.

TERM

The Department of xxxxxxxagrees to loan the entirety of wet lab / wet lab support / office / administrative rooms xx, xx, xx, and part of wet lab / wet lab support / office / administrative rooms xx, xx, xx in the xxxxxxx building to the Department of xxxxxxxfor use by PI first and last name of PI. This loan will be effective from xx/xx/xxxxto xx/xx/xxxx or until construction of xxxxxxx is complete. When first and last name of PI vacates the loaned space, the space will return to the Department of xxxxxxxfor reconsideration and the space’s reassignment will be subject to the SOM space policies in effect at that time.

**Per current SOM Space policy, all space loans (initial and subsequent renewals) require the review and written approval of the school.**

* 1. To support fair and transparent space reassignment, the school will favor approval of interdepartmental loans that:
     1. Are temporary
        1. Occupants have a known relocation destination
        2. Are for a minimal length of time
        3. Facilitates construction work (e.g. swing space) or does not exceed 2 years, inclusive of initial loan and renewals.
     2. Are of minimal size
        1. In case of wet labs: includes 3 or less wet lab benches
        2. In case of dry space: includes 3 or less workstations

Effective management of this loan is the responsibility of the loaning department. That is,

* To remain in effect, documentation of the loan must be created and maintained by the loaning/loaned departments via the campus Space Management System of record, Archibus.
  + Upload the signed MOU to Archibus.
  + Modify the room records of all impacted rooms in Archibus.
* The loan must be reviewed prior to the above term’s expiration:
  + 9 months prior to the end of the above term, a review of this loan must be initiated by the loaning department.
  + 6 months prior to the end of the above term, the loaning department must send the school a proposal to either renew or dissolve this loan.

ALTERATIONS TO SPACE / FURNISHINGS

There will be no structural changes to this space (e.g. addition or removal of walls or doors). Non-structural changes, including the addition of data ports and electrical outlets, are the sole responsibility of the Department of xxxxxxx. At the end of the loan term, the space and any casework/furnishings will be returned in the original configuration and condition.

ACCESS

The Department of xxxxxxxwill allow access for the purpose of future planning and/or construction as needed.

OPERATIONAL COSTS

All operating expenses including phone line charges, trash disposal, room cleaning, and possible future ENS surcharges or repairs not otherwise absorbed by Facilities Services are also the sole responsibility of the Department of xxxxxxxduring this loan period.

In shared workspace (e.g. open plan office space, wet lab support rooms), there may be shared operational costs to which all occupants are expected to contribute. Group costs will be calculated in proportion to the number of workstations occupied. By taking occupancy of this space, the occupying unit indicates its agreement to contribute to its shared operational costs.

RELOCATION EFFORT

Before the loan term expires, the Department of xxxxxxx is responsible for identifying relocation space. Move costs (in and out of the named spaces) are the sole responsibility of the Department of xxxxxxx. When vacated, the Department of xxxxxxx is responsible for leaving the space move-in ready for the next occupant (i.e. all surfaces cleaned and any furniture or equipment belonging to the Department of xxxxxxx are removed).

APPROVAL

The signatures below indicate concurrence and agreement to the terms outlined above. This loan cannot be altered, renewed, or extended except by written agreement of the school.

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**Department of xxxxxxxxxx Department of xxxxxxxxxx School of Medicine**

*xxxxxxxxxxxx, MD xxxxxxxxxxxx, MD Bruce Wintroub, MD*

*Chair Chair Vice Dean*

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Date Date Date

*cc: SOM, Vice Dean Bruce Wintroub*

*SOM, Director Karin Wong*

*SOM, Project Manager Adrian Miu*

*Department of xxxxxxxxxxxx, xxxxxxxxxxx (Chair)*

*Department of xxxxxxxxxxxx, xxxxxxxxxxx (MSO)*

*Department of xxxxxxxxxxxx, xxxxxxxxxxx (Chair)*

*Department of xxxxxxxxxxxx, xxxxxxxxxxx (MSO)*

*Professor of xxxxxxxxxxxx, xxxxxxxxxxx (occupant PI)*

*Professor of xxxxxxxxxxxx, xxxxxxxxxxx (occupant PI)*

*Campus Planning, Associate Vice Chancellor Alicia Murasaki*

*Campus Planning, Director Ritesh Khanna*

***Please insert a floorplan (downloadable from Archibus) and highlight or annotate the loaned spaces.***

**For assistance, please contact SOM Space Projects Manager, Adrian Miu (**[**Adrian.Miu@ucsf.edu**](mailto:Adrian.Miu@ucsf.edu)**)**