

# Space Leasing News

By Planning & Real Estate Services

## What time is it??

Many people are not familiar with the “24-hour clock” or “Military Time” so when they first see it in TRIRIGA, it can seem a bit confusing. For example, if you have an event after 12 noon, simply add the number of the hour you want to 12. For example, 1:00 p.m. in TRIRIGA is 12 + 1 or “13 hundred” (written 13:00). Here’s a conversion chart to help you with your leases:



12-HOUR CLOCK	24-HOUR CLOCK
12:00 a.m. (midnight)	00:00 (midnight)
1:00 a.m.	01:00
2:00 a.m.	02:00
3:00 a.m.	03:00
4:00 a.m.	04:00
5:00 a.m.	05:00
6:00 a.m.	06:00
7:00 a.m.	07:00
8:00 a.m.	08:00
9:00 a.m.	09:00
10:00 a.m.	10:00
11:00 a.m.	11:00
12:00 p.m. (noon)	12:00
1:00 p.m.	13:00
2:00 p.m.	14:00
3:00 p.m.	15:00
4:00 p.m.	16:00
5:00 p.m.	17:00
6:00 p.m.	18:00
7:00 p.m.	19:00
8:00 p.m.	20:00
9:00 p.m.	21:00
10:00 p.m.	22:00
11:00 p.m.	23:00

## Out with the old year...

Here we are once again, counting down to the end of another year! We have accomplished a lot since the Space Leasing module was launched in August 2010. As of December 1st, there were 1,507 leases and 909 Lessee Companies in the system! It’s hard to believe we once used paper to manage the entire leasing process.

The credit for our success goes to the leasing coordinators and other school staff who have really learned the Space Leasing module, which can be somewhat daunting at first. One of the big changes you saw during this past year was a redesign of the “Recurring” reservation feature. (Hooray!) We heard you and were able to make creating leases with a recurring event much easier. Please keep the feedback coming as we continue to work on making changes that will improve the end-user experience. We couldn’t do it without you.

For 2012, we really want to ensure that all of the data in the system is as accurate as possible. This means that required documents for Lessees are up-to-date and continuously checked. Don’t forget to search the Lessee Company database prior to creating a new Lessee Company. It’s really important to have only one record for each Lessee, because otherwise, things start to get confusing quickly!

Finally, remember to keep copies of everything – notes, emails, lessee paperwork, leases, etc. And don’t forget to send your signed, original leases to Rosa Dawson, Planning & Real Estate Services, C-110, FHESC.

...And in with the new year!!

