



## DEPARTMENT OF HEALTH & HUMAN SERVICES

**Public Health Service  
National Institutes of Health  
Bethesda, Maryland 20892 [www.nih.gov](http://www.nih.gov)**

**To:** See Addresses  
**From:** NIH Space Recommendation Board  
**Subject:** Building 10 Vacant Space Policy

All space, which is vacated by the occupancy of the Clinical Research Center, will revert to the NIH Director's Reserve. The planned re-occupancies of some of the spaces, which were defined in the "Phase 0" plan, will not occur until decisions are made about Building 10. Depending on the decisions about renovation and/or stabilization of Building 10, the current Phase 0 plans may change. Until the new plans are defined, vacated spaces will be locked and left unoccupied.

Under separate cover, you will be receiving floor plans of Building 10 and the ACRF, which show spaces vacated by the CRC occupancy and the other moves. These spaces must be vacated completely and turned over to the NIH Director's Reserve as scheduled. Other programs should plan to remain where they are now, unless notified to the contrary by the NIH Space Recommendation Board. All requests to occupy vacated space will be addressed on a case by case basis through the Space Justification Document process, even if the space was to have reverted to the same IC.

Additional moves may occur completely empty partially vacated suites and to re-occupy space vacated in the ACRF. The details of these moves will be specifically addressed with the affected ICs. Any spaces vacated by such subsequent moves will revert to NIH Director's Reserve.

Once the plans for building 10 have been defined, the impacts will be addressed, and new space allocations made. Until then, renovation plans for spaces in Building 10 will be put on hold, unless specifically approved on a case by case basis. The intent of the freeze on the moves and renovations is to minimize future, unintended, program impacts.

If you have any questions about the vacancies or any re-occupancies, please contact Cyrena Simons, Research Facilities Coordinator, DFP, ORF (496-5037).

/signed/

Michael Gottesman, M.D.  
Deputy Director for Intramural Research

/signed/

Leonard Taylor  
Acting Director for the Office of Research Facilities

Addresses

Building 10 IC Directors, Scientific Directors, Clinical Directors, Executive Officers, and Administrative Officers and Space Managers

cc:

Mr. Chyun

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Ms. Mildenberg

Mr. O'Hanlon

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