

Policy 1-1 Rev. 5  
Date: July 22, 1994

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Subject: **PROCESSING REQUESTS FOR CAMPUS SPACE**

**I. PURPOSE**

To outline the method of requesting and assigning university building space.

**II. POLICY**

- A. Upon termination of existing use, all nonutilized office and building space automatically reverts back to the Office of the President for reassignment.
- B. Deans and department chairmen are not authorized to reassign space from one university department to another.
- C. University departments may request a hearing by the Space Utilization Committee regarding proposals for additional space which are not resolved to their satisfaction by administrative action.
- D. Intra-departmental changes in type of activity within a particular room or other area shall be reported to the Office of Space Planning and Management before the change is made. (Example: classroom to laboratory; laboratory to office, etc.)
- E. All requests that a classroom be taken out of service for other use must be approved by the Space Utilization Advisory Committee.

**III. REQUESTING AND ASSIGNING SPACE PROCEDURES OUTLINED:**

**REQUESTOR**

- 1. Prepares a letter of request to include the following information:
  - a. Name of initiator
  - b. Department
  - c. Date that space is required
  - d. Type of space required (office, classroom, laboratory, storage, etc.)
  - e. Size requirements (square feet)
  - f. Campus location preferred (building) or specific room or area desired

g. Description of proposed use and justification for request

h. Other requirements

2. Obtains approval signature of the dean or director, and forwards request to the cognizant vice president for review and subsequent transmittal to the Office of Space Planning and Management.

OFFICE OF SPACE PLANNING  
AND MANAGEMENT

3. Contacts requesting department for additional information as required.

4. Investigates possible areas for feasibility, appropriateness, conflicting needs, etc.

5. Reviews alternative proposals for satisfying the request with requesting department.

6. Advises the requesting department when no space is available, informing them that the request will be reviewed and considered as future space becomes available; notifies the requesting department that if further immediate review is desired, the request will be referred to the Space Utilization Advisory Committee.

7. Makes recommendations to the Office of the Vice President for Budget and Planning for space assignment responsive to the request, when acceptable plan is identified.

OFFICE OF THE VICE  
PRESIDENT FOR BUDGET  
AND PLANNING

8. Under president's direction, initiates decision letter formally assigning space in accordance with

approved plan.

#### IV. REASSIGNING SPACE IN MAJOR PERMANENT BUILDINGS (space in excess of 50% of the building)

OFFICE OF THE VICE  
PRESIDENT FOR BUDGET  
AND PLANNING

1. Notifies the chairman of the Space Utilization Advisory Committee when space in excess of 50% of a major permanent building becomes available for reassignment.

CHAIR, SPACE UTILIZATION  
COMMITTEE

2. Calls a meeting of the Space Utilization Advisory Committee. (See official committee roster for current committee membership.)

Other individuals necessary for analysis of specialized areas will be invited as necessary.

SPACE UTILIZATION  
ADVISORY COMMITTEE

3. Reviews requests for building space to determine possible alternatives for utilization of the available space.
4. Prepares recommendations with supportive cost data and other analysis as necessary.
5. Presents recommendations to the president for review and approval.

PRESIDENT

6. Presents recommended reassignment to the Building and Grounds Committee of the Institutional Council.

APPROVED: Cabinet 4/9/74