Campus Space Request Process – Summary Narrative

General Principles -
All space requests are reviewed on a highest and best use basis. Allocation of space will support the overall educational mission and institutional priorities of the University as established by the Chancellor and the Cabinet and/or as contained within University strategic and master plans.

All campus space requests will be transacted in a manner consistent with University Policy 601.4, Space Assignment, Management, and Alteration.

All space requests are submitted to designated administrator(s) within each division who, in turn, advance authorized requests to the Space Management Advisory Committee (SMAC) for review as noted below.

All space requests and reports of vacated space are to be submitted to the Space Management Advisory Committee via the Space Request Form and Intent to Vacate Form available on the SMAC website.

Request Processes -
New Space: All requests for new space, regardless of academic or administrative unit, are to be made to the Space Management Advisory Committee (SMAC) through the designated authorizing administrator(s) at the division level.

Form: Campus Space Request Form

Change in Use of Space: All space requests involving a change in program use are to be submitted to the SMAC for review through the authorizing division administrator(s).

Form: Campus Space Request Form

Allocation of Space Occurring Between University Divisions, Colleges, and/or Administrative Departments: All requests for space allocation involving an allocation of space between University divisions, colleges, and/or administrative departments are to be submitted to the SMAC for review through the authorizing administrator(s) at the division level.

Form: Campus Space Request Form

Allocation of Space Not Involving a Change in Use and Occurring Within the Same College or Administrative Unit: The standard allocation of space occurring within the same University college or administrative department which does not involve a change in program use and does not limit future use is to be transacted directly by the authorizing division administrator(s) and submitted to the SMAC for information-only review. It is the responsibility of the unit to which the space is assigned to update all related room information in Archibus.

Space Requests Requiring Renovation or Alteration

- No change or limitation in program use of space – Requests involving renovation, alterations, and associated design planning to existing building space and that do not result in change or limitation in use and that occur within the same college or administrative department are to be transacted directly by the authorizing administrator(s) and submitted to the SMAC for information-only review.
- Change or limitation in program use of space – Space requests involving renovations, alterations, and associated design planning to existing building space and that result in a change or limitation from current use must be submitted to the SMAC for review through the authorizing division administrator(s).

Form: Campus Space Request Form

Reporting Vacated Space: The occurrence of vacated campus space, except that created by routine intra-unit operational transactions and employee turnover, is to be reported to the SMAC by authorizing division administrator(s). Examples of vacated space requiring notification to SMAC include: program/unit relocation to approved new or renovated space; elimination/expiration of program; program downsizing. Proposals for reallocation of said vacated space will be solicited and reviewed by the SMAC according to standard space request processes.

Forms: Intent to Vacate Form; Campus Space Request Form

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