

# REQUEST FOR SPACE COMMITTEE REVIEW & APPROVAL

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**OBJECTIVE AND PURPOSE:** To establish and maintain an orderly process of initiating and reviewing space utilization and assignment.

**AUTHORITY:** University Procedure.

**SCOPE:** The Space Committee serves as the coordinating body concerning space for the university. The committee recommends space policies, establishes procedures relating to space and makes specific recommendations with respect to use of campus land, consistent with the Campus Master Plan.

Assignment of space is normally for a specific use and assigned for control to a division. The Vice President is responsible to assign space within his/her division based on program priorities. All changes in the use or classification of space, reassignment of space from one division to another and request for remodeling shall have prior approval of the space committee. All reassignment of space by a Vice President within his/her division should be reported to the office of Academic Space Management for updating of space files.

The committee shall review and provide input on the composition of program committees.

Any space must have prior approval by the Space Committee. (This includes signs, gardens, parking, sculptures, monuments, landscaping, walkways, roadway, recreation space, research experiments, leasing of space, art projects and all other site related use.) The Space Committee scope does not include locating or siting new buildings; nor does the Space Committee scope address requests for special events.

The Space Committee does not evaluate the subject matter or appropriateness of art work; nor does the Space Committee evaluate liability for theft or damage to the art work itself. If the request is related to art in state buildings, including interior common areas and exterior building or site placement of art work, the request must first be endorsed by the public art committee.

To ensure that space needs are addressed in an orderly manner, procedures have been established to facilitate requests. In certain cases, and if deemed necessary by the appropriate Vice President, expedited processing of requests may occur without the need for a formal meeting of the Space Committee. This will be noted by the Vice President at the time the request is endorsed.

Projects requiring Space Committee approval and requiring a building permit for construction as determined by the Building Official, must be approved by Space Committee before a permit will be issued.

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## **SPACE COMMITTEE MEMBERSHIP AND ORGANIZATION:**

<b>Oversight and Review</b>	Assoc. Vice President, Facilities Management
<b>Chairperson</b>	Director of Planning
<b>Secretary (non-voting)</b>	Senior Coordinator, Const. Projects
<b>Members</b>	<ol style="list-style-type: none"><li>1. Facilities</li><li>2. Academic Affairs (Space Management)</li><li>3. Student Affairs</li><li>4. Research</li><li>5. External Relations</li></ol>

Note: A quorum is considered to be at least ½ of the voting members. Action shall be based on a simple majority vote.

## **PROCEDURE:**

<b>Requesting Department</b>	<p>The requesting college/department head must include a statement of need addressed to his/her Vice President detailing the following:</p> <ol style="list-style-type: none"><li>a. Amount of space needed or proposed reassignment.</li><li>b. Justification of need.</li><li>c. Preferable location, if applicable.</li><li>d. Special service (utilities, etc.) needed.</li><li>e. Duration needed.</li><li>f. Sources of funds for remodeling, if applicable.</li><li>g. If space or utility modifications are required.</li><li>h. In the case of Academic Affairs, all space requests must be endorsed by the appropriate Dean before sending it to the Provost for endorsement.</li></ol>
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## **Vice President**

The Vice Presidents will send requests from their divisions as outlined above to the secretary of the Space Committee with their recommendation and endorsement.

The Facilities Department will conduct a technical feasibility review, (e.g. Fire Marshal requirements, Health and Safety requirements, structural integrity, appropriate use and standards, pedestrian circulation and others), to implement the necessary request. A cost estimate may also be provided for implementing the necessary changes.

The request will be included in the next Space Committee meeting agenda or will be handled as an expedited request.

If Space Committee approval is not needed, then Facilities will take necessary steps to implement the proposal and will update the space files reflecting the necessary changes.

## **Space Committee Action**

The following option/actions will be taken by the Space Committee:

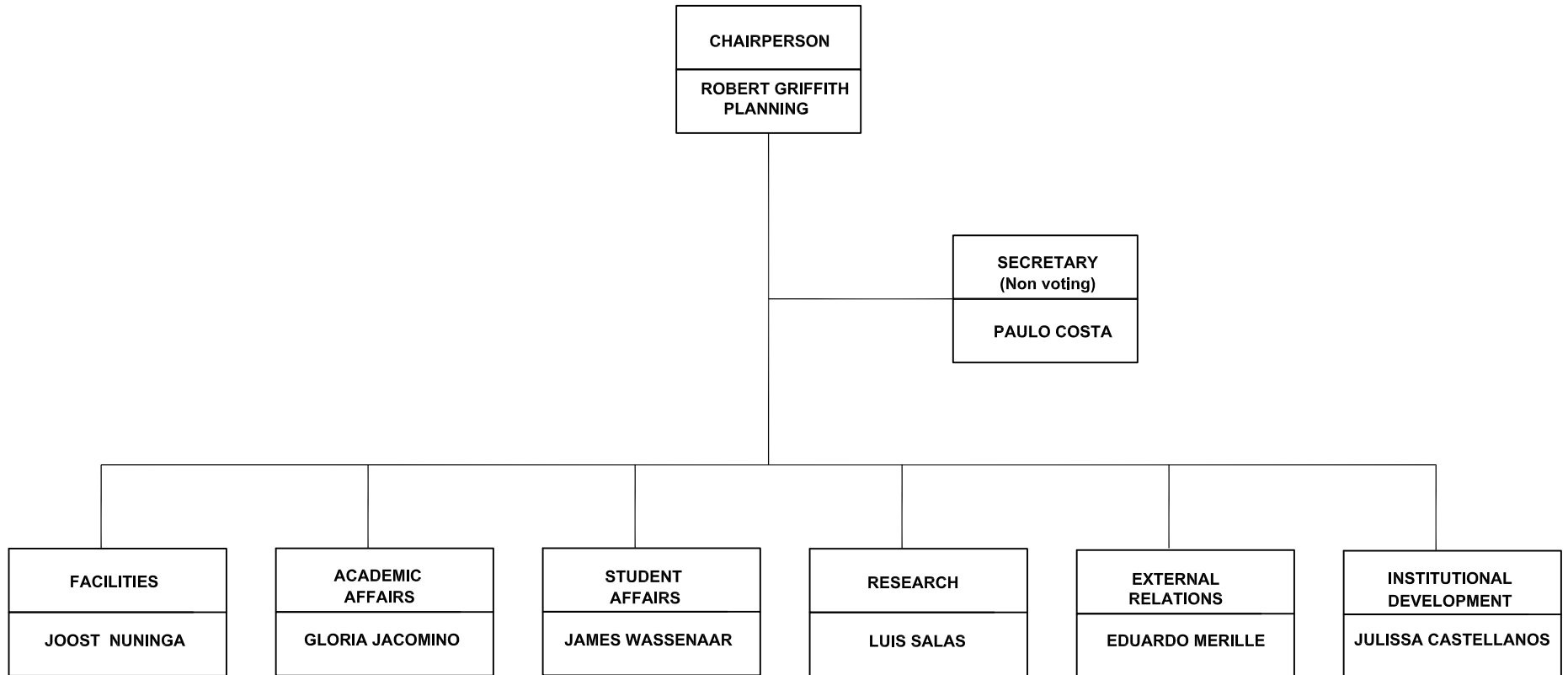
- a. If the request is handled on an expedited basis (via email), any member may request the item be deferred for the next regular meeting.
- b. Approve request, with referral to the requestor and the Facilities department for implementation.
- c. Suggest alternate solution or defer for more information. In such case, the item may be expedited or deferred for the next regular meeting.
- d. Deny request for cause.

## **APPEAL PROCEDURE:**

Any voting member of the Space Committee may appeal action taken by the Space Committee. The appeal should be recorded in the minutes and referred by the Secretary for review by the Associate Vice President of Facilities Management

The Operations Committee will take final action on requests referred for Presidential approval and forward the final action to the Space Committee Chair.

## SPACE COMMITTEE STRUCTURE \*



\* Oversight & review by Associate VP John Cai

# SPACE REQUEST & APPROVAL PROCESS

