Space Request Process

Individual space requests go to the Dean/Director.

The Dean/Director reviews requests for alignment with the Strategic Plan and approves them if a local solution can be implemented without additional space.

If not, the Dean/Director approves and submits a Space Assignment Request Form to the Co-Chairs of the Space Planning Committee.

Facility Services and NOC review and approve the recommendation for physical appropriateness of the request, availability of infrastructure and scope of renovations.

Facility Services and NOC develop an initial budget based on information available and assumptions, and works with the client to further develop project scope, design, and estimates.

The Committee recommends:
- Remodel space
- OR
- Reassign space

OR

Continuation
- Additional steps needed to meet space needs within existing campus space.
- OR
- Space needs require a Capital Project.
- OR
- Space needs require a lease.

Dean/Director gives a Notice to Proceed, authorizing funding, and issues any necessary work orders to Facility Services and Telephone Service Orders to NOC.

Facility Services and NOC complete a Design and Construction Schedule, update the cost and complete the remodeling in coordination with the School/Department.

Dean/Director Contacts the Facility Services Move Coordinator. Move Coordinator assists move(s) to new space.