Space Request Process

1 — School/Department

2 — Academic Affairs / Campus Planning

3 — Facility Services Network Oper. Ctr.

4 — Space Planning Committee

5 — Campus Administration

6 — School/Department / Facility Services Network Oper. Ctr.

7 — Facility Services Network Oper. Ctr.

8 — School/Department / Move Coordinator

1. 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.

2. They review the space request for compliance with State Statutes, Chapter 16, and develop a recommendation for a solution.

Associate Vice Chancellor:
Review for completeness. Discuss with Dean/Director. Review fit with Campus Strategic Plan, current utilization and campus budget. Look at other areas affected.

Manager for Space Analysis:
Review for completeness. Discuss with Dean/Director. Review possible locations. Fit with Master Plan and compliance with UW System Space Standards and Campus Origin/Destination plan. Look at other areas affected.

3. Facility Services and NOC review and approve the recommendations 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 information and assumptions, and works with the client to develop a proposal to further develop project scope, design, and estimates.

4. The Space Planning Committee reviews the recommendation for alignment with the **Campus Strategic Plan, Master Plan** and **Space Origin/Destination Plan.**

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.

5. Provost and Associate Vice Chancellor of FAA review recommendation. If approved Space Assignment Letter or Memo of Understanding is issued to Dean/Director detailing any funding issues and timelines.
If denied, recommendation is returned to the SPC for additional review or denial.

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

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

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

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