

The University of Massachusetts Amherst Office of Facilities & Campus Planning

Space Allocation Request & Approval Form – Instructions

The following information is to be completed by the individual or group making a request for space.

1. **CONTACT INFORMATION** – *(all fields required)*

- 1) Date of Origin - automatically populated once form has been initiated
- 2) College/Administrative Unit - select the College or Administrative Unit associated with the department that is requesting the space.
- 3) Department Name - select the department name of the unit that will be occupying the space.
Note: If your department name does *not* appear in the drop box, please go back to item # 2 to verify that you have selected the correct Administrative Unit.
- 4) SFE Code - automatically populated
- 5) Dept. Code - automatically populated
- 6) Contact Name - name of the person who is able to work on a day-to-day basis with the facility planner to answer questions, provide additional information if required and serve as a communication link to the department. This person should be thoroughly familiar with the needs driving the space request, how the space will be used and the justification for the space.
- 7) E-Mail - e-mail address for the contact identified in # 6
- 8) Phone - phone number for the contact identified in # 6
- 9) Fax - fax number for the contact identified in # 6

2. **TYPE OF PROJECT**

Identify the type of project by selecting one of the following categories:

- I. Major Projects: Major Modifications or New Space
This includes the need for a new building, building addition, or significant additional space. It also includes the need for complex modifications or a complex series of moves. Some of the scenarios that could launch this type of request include a research grant, new program, new center, inadequate or inappropriate space for current program, or a significant programmatic change which will impact the existing space.

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II. Minor/Small Projects: Modifications to Space

- A. New Space – additional space or a different space assignment in the same or other building(s)
- B. Existing Space – modifications such as adding/removing walls, doors and system furniture reconfigurations

III. Minor Moves/Change in Use Code/Relocations

This applies to a move/change that does not involve any modification or reconfiguration of space, only the movement of personnel or a change in the room use type (i.e., faculty office to grad office; research lab to class lab).

IV. Minor Moves/No Change in Use Code: No Modifications to Space

This applies to a move that occurs within a department that results only in a re-assignment of space. You will be directed to complete a different form – the Space Change Notification.

3. TYPE OF SPACE REQUESTED

In the columns provided, give an estimate of each type of space needed by indicating the number of rooms required and the total number of people to be accommodated in that space type.

4. LABS

If you are requesting lab space, check the box indicating the specific type and enter the number of stations required.

5. OTHER

Check the box associated with your request.

6. PROJECT INFORMATION

- When is the space needed? - provide date in the format specified (month/day/year).
- Vacating existing space? - this box should be checked if you will be vacating your current space.
Note: If this space request is replacement space, existing space is expected be vacated when the new space is occupied.
- Request for specific space that is being vacated? - if you know the exact location of the space you are requesting, enter the building name and room number(s).

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- Small Project/Existing Space - if existing space is being modified, list the building name(s) and rooms number(s).
- Minor Moves/Change in Use Code/Relocations – list the building name(s) and room number(s) if one or more of the following will occur:
 - the unit is moving within their current space (intra-department)
 - the unit is being relocated to a different building;
 - a room use will be changing (example: faculty office to administrative office).

7. FUNDING

Check the box identifying the funding source. If the request will be funded by a research grant, indicate if the proposal has been funded. If yes, the award date and GAID (GAMS Award ID) number must be entered.

8. DETAILS

- Reason for request - Indicate whether the request is being driven by a new program, a research grant, inadequate space for current program, or other reason.
- Describe how the space will be used - Provide a detailed description. If research, describe any special equipment needs, i.e., fume hoods, water, etc.
- Special needs or equipment - Please identify any special requirements that must be considered. For example, plumbing, electrical or other service requirements such as the need for a raised loading dock.
- List of any proximity considerations that should be considered for this request – Indicate if there is a need for people or functions to be located close to each other.

9. APPROVAL

The appropriate authorizations must be obtained in order for the Space Allocation Request & Approval form to be complete. Based on the type of request, please enter the names and e-mail addresses as follows:

I. Major Projects

For academic units:

- ◆ Department Head
- ◆ Dean
- ◆ Provost

For administrative units:

- ◆ Director
- ◆ Vice Chancellor

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II. Minor/Small Projects

- ♦ Same as “Major Projects”

III. Minor Moves/Change in Use Code

For academic units:

- ♦ Department Head

For administrative units:

- ♦ Director

SUBMIT

Once you have successfully completed the form, click on the submit button. This will automatically send you an e-mail containing a report associated with your request. This e-mail will also be forwarded to the offices identified in the approval section and to Facilities and Campus Planning (FCP).

All requests received by Facilities and Campus Planning will be acknowledged within five business days of the date received. FCP will contact the requesting unit once all approvals have been received.

Please note: FCP will not accept requests for space that have not been submitted through and approved by the appropriate offices as outlined above. The submission to FCP of a properly endorsed Space Allocation & Approval Request Form does not guarantee that the space request will be granted. Sign-off on the form simply indicates agreement that the space request should be analyzed by FCP.

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The requesting unit will receive the following feedback throughout the space request process:

1. Once FCP has received approval from the appropriate Vice Chancellor, Provost or Dean, a communication will be sent to the requesting unit that includes the Space Request number and indication that the request is complete and provides enough information to proceed with the analysis.
2. Depending on the complexity of the request, FCP will respond via e-mail or schedule a meeting with the requesting unit.
3. FCP will proceed with an analysis of the request that will either confirm the amount and type of space requested or provide modifications for consideration and negotiation. On complex requests, a Project Manager and Designer may be assigned to the project.
4. Once a space solution is found, the Dean (for academic units), Vice Chancellor and Director/Department Head will each receive a copy of the *Space Allocation Memorandum* that outlines the space solution. The space allocation notice will include any conditions or caveats associated with the space assignment, a scope of work, layout and tenant responsibility.