

Space Allocation Request & Approval Process

4-7-04

I. MAJOR PROJECTS: MAJOR MODIFICATIONS OR NEW SPACE

REQUEST TO FACILITIES & CAMPUS PLANNING (F&CP) REQUIRED

DEFINITION: Additional Space Required; New Building; Addition; Complex Modifications; Complex Series of Moves; Inter-departmental moves; Accommodation/other units; Leased Space	PROJECT REQUEST			PROJECT APPROVALS			
	Dept.Head/Dir	Dean, Director	Provost, Vice Chan.	F&CP	Dean, Dept.Head, Dir., VC, Provost	CAB as required	Chancellor as required
PROJECT TYPES:	X	X	X	X	X	X	X
Research Grant							
New Program/ New Center							
Inadequate/ Inappropriate Space for Current Program							
New Building/ Building Addition							
Complex Renovation							
Leased Space/ off campus							
Accommodation Moves	X	X	X	X	X	X	X
Additional Space							
Significant Programmatic Use Change							

II. MINOR/ SMALL PROJECTS: MODIFICATIONS TO SPACE

REQUEST TO FACILITIES & CAMPUS PLANNING (F&CP) REQUIRED

DEFINITION: Projects w/ Minor Modifications-Moving/ Adding Walls and Doors; Systems Furniture Reconfigurations; Inter- Departmental Relocations; Change of Program Use	PROJECT REQUEST			PROJECT APPROVALS			
	Dept.Head/Dir	Dean, Director	Provost, Vice Chan.	F&CP	Dean, Dept.Head, Dir., VC, Provost	CAB as required	Chancellor as required
PROJECT TYPES	X	X	X	X	X		
Modifications/ Reconfigurations							
Relocations/ Trades							
Re-assignments							

III. MINOR MOVES/ CHANGE IN USE CODE/ BUILDING RELOCATIONS: NO MODIFICATIONS TO SPACE; INTRA-DEPT. MOVES

Ex: Use Code Change (faculty to admin office; lab to grad offices); Unit re-assignments to different building; Routine Physical Plant Maintenance Projects (paint, re-lamp, clean)

REQUEST TO AND APPROVAL FROM FACILITIES & CAMPUS PLANNING PRIOR TO WORK REQUEST SUBMITTAL

IV. MINOR MOVES/ NO CHANGE IN USE CODE: NO MODIFICATIONS TO SPACE

Example: Departmental Assignment Changes with only Routine Physical Plant maintenance (paint, re-lamp, clean) - Intra-Departmental Change of Tenancy

NOTIFICATION TO FACILITIES & CAMPUS PLANNING AFTER CHANGE/ MOVE IS COMPLETE