

Submitting a Space Modification Request

University Standard: STN-U5710.02A

Effective: September 28, 2022

Authority

POL-U5710.02 Administering Institutional Space

See Also

[POL-U2160.01](#) Space Allocation: Academic Offices

Policy Owner

Policy Owner: University Architect/Senior Director, Capital Planning and Development

Responsible Office: Facilities Development and Operations

Required Standards

1. Department Head or Appropriate Administrator Makes Space Modification Requests

The appropriate department head will submit requests for modifying existing space, need for additional space, or description of program need through a [Facilities Development and Operations \(FDO\) ReADY form](#).

2. Requests Reviewed Initially by Space Planning, Administration, and Management Team (SPT)

The initial review by SPT will determine whether the request requires minor or major changes.

- a. Minor changes include change in room capacity, adding partitions, or changing function of assigned unit space.
- b. Major changes include requests that involve construction of new space, reassignment of existing space across units, or require Capital Budget funds, will follow one or more of the processes below.

3. Minor Change Requests Assessed by Space Planning & Administration (SPA)

The SPA Program Manager will conduct an initial assessment and share the assessment results with the requestor. If requestor agrees with assessment results, the Program Manager will implement the proposed modifications. No review of action by the Capital Planning and Space Advisory Committee (CPSAC) is needed.

SPA is to provide periodic updates to CPSAC on what requests have been received and resolved in this manner.

If assigned unit does not agree, the SPA Program Manager will refer the matter to

CPSAC for review (see Section 8).

4. Major Change Requests Assessed by SPT and CPSAC

SPT assesses scope of major requests and estimates amount and type of space needed. Following the assessment, SPT will review the assessment and the preliminary recommendation with the requestor and then CPSAC. The committee will determine one of the following options:

- a. Reassignment of space between units,
- b. Renovation or construction of new space,
- c. Reassignment of vacated space, or
- d. Not accept the recommendation and send the request back to SPT for more study.

5. Space Planning and Administration Facilitates Reassignment of Space Between Units

If CPSAC recommends reassignment of space between units, the SPA Program Managers notifies the unit currently assigned the involved spaces and discuss need for change to the unit's space assignment.

If currently assigned unit agrees to the reassignment, the SPA Program Manager will:

- a. Facilitate communication between the impacted units,
- b. Ensure the space inventory is updated, and
- c. Notifies CPSAC through normal update communications.

If assigned unit does not agree and SPA Program Manager feels that the reassignment remains the preferred solution, refers the matter to CPSAC for review (see Section 8).

6. SPT Makes Initial Assessment of Renovation or New Construction Requests

SPT will assesses the programmatic need driving the request, and whether renovation or construction of new space is preferred path to meet the expressed need and shares the assessment with requester.

If the requester agrees, SPA Program Manager will discuss funding options with requestor and identify a source of funding if possible. The proposal will be sent the CPSAC for review (see Section 8) and possible inclusion in the next Operating or Capital Budget funding cycle if appropriate.

If requestor and SPT cannot come to an agreement, then SPT reviews options with CPSAC.

7. SPT Reassigns Vacated Space

Requests by units for vacated space are to be made through submittal of a request as outlined in Action 1. If multiple requests have been received for the same space, SPT will assess the requests, develop a recommended course of action, and refer matter to CPSAC for their review (see Section 8).

8. CPSAC Reviews Certain Space Requests

CPSAC is to review minor requests when:

- a. There is a disagreement between the requestor and SPA (or SPT) regarding the recommended action plan, or
- b. When a requestor is appealing a denied request by SPT or SPA.

CPSAC is to review major requests when the SPT makes a recommendation regarding:

- a. Space renovation or new construction requests, or
- b. How to address multiple requests for a vacant space.

CPSAC will review the information provided on request and recommendation that has been referred and may ask for additional information from requester, SPT, or others to ensure an appropriate determination. Following the review, the committee will:

- a. Approve SPT or SPA's recommended response to request,
- b. Disapprove recommended response and propose an alternative, or
- c. Send back to SPT (or SPA as appropriate) for more study and development of alternate solutions.

9. Requestor May Appeal CPSAC Decisions to President's Cabinet

If the Department head or administrator who submitted a space modification request rejects a final decision by CPSAC, they may appeal the decision to President's Cabinet within 15 working days after they have been notified of CPSAC's decision.

President's Cabinet (PC) may either review the appeal or decline to review the appeal. If PC declines to review, appeal is de facto denied and CPSAC recommendation is forwarded for project implementation.

If PC accepts review, appeal and documents relating to CPSAC decision and SPT recommendations will be evaluated. PC is free to request additional information from CPSAC, the requesting unit, or other sources for the review.

If appeal is granted, decision and supporting reasons are communicated to all parties, and if warranted space request is remanded to SPT for development of alternatives. If denied, decision is final, all parties are notified, and recommendation is forwarded for project implementation.