ASSESSMENT GUIDELINES
FOR SPACE REQUESTS
UPDATED DECEMBER 8, 2014

1. Centrality to Mission/Support of Programming
   - Instruction
   - Research
   - Academic Support (including Libraries and IT)
   - Admissions/Recruitment
   - Student Services (including Living, Dining)
   - Administrative Support (including Development)
   - Public Service/Outreach
   - Revenue Producing (auxiliary)
   - Athletics

2. Curricular Requirement

3. Required Proximity to Other Related Units
   - Interface with existing programs (co-location)
     – including stand-alone and/or adjacencies
   - Shared Infrastructure
   - Shared Support Services
   - Consolidation opportunities
   - Travel time issues

4. User Profile
   - Students (including prospective, school and standing)
   - Faculty
   - Staff
   - Alumni
   - Esteemed Guests/Donors
   - Commonwealth (external to institution)
   - Local Community
   - Conference Attendees

5. Unique Use Requirements
   - Discipline specific equipment
   - Discipline specific infrastructure (including IT)
   - Security/Safety
   - Accessibility (including public)
   - Parking
   - Deal Breakers

6. Cost
   - Fund source (continuing, one-time, grant, etc.)
   - Fund availability (schedule)
   - Funds to support preparation of space (renovation, etc.)
7. Grant Affiliation
   • New or existing Grant
   • Duration of Grant
   • Grant funds to support use

8. Pattern of Use
   • Frequency of use (night, day, weekend, periodic)
   • Duration of program

9. Impact of Request
   • Non-related programs (that may be adjacent)
   • Public Image
   • Equitability

10. Campus Master Plan
    • Master site plan
    • Architectural guidelines
    • DRB

11. Multiple uses
    • Interdisciplinary requirements
    • Interdisciplinary opportunities