ACSM
PROCESS FOR SPACE REQUESTS

UPDATED December 8, 2014

Schedule:

- Annual or Semi-annual call for Space Requests
  - requests submitted to the Provost
  - forms available via website and submitted electronically
- Ad hoc (emergency) needs will be addressed as required

Request (Minimum) Information:

- Excel Spreadsheet
  - department
  - user
  - preferred location, adjacencies
  - space function
  - space use
  - special attributes
  - approximate size in GSF
  - duration of space requirement
  - grant affiliation
  - fund source for program/grant
  - cost estimate for renovation/retrofit/conversion
  - fund source for renovation, etc.
  - location, size and condition of existing space supporting program
- Word Document
  - justification (including consequence if not provided)
  - technical, renovation and/or retrofit requirements
  - funding available
  - relevant factors from Assessment Guidelines
  - Chair and Dean’s Approval

Evaluation Process

- Provost sends requests to Provost and Senior Planner for analysis.
- Analysis will include:
  - review against Planning Principles;
  - review against Assessment Guidelines;
  - review use and allocation of space in immediate vicinity of requested space;
  - review within context of any other requests within same facility or program;
  - review for condition, renovation and technical issues.
- Report and attached request sent to ACSM for review and recommendation.
- Provost to respond to requestor.