

ACSM
INSTRUCTIONS FOR SPACE REQUESTS

Schedule:

- Biannual call for Space Requests
 - due February 15 and September 15
 - 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
 - dept
 - user
 - preferred location, adjacencies
 - space type
 - space function
 - special attributes
 - approximate size in GSF
 - duration
 - fund source for program
 - fund source for retrofit/conversion
 - size and condition of existing space supporting program
- Word Document
 - justification (including consequence if not provided)
 - technical, renovation and/or retrofit requirements
 - relevant factors from Assessment Guidelines
 - Chair and Dean's Approval

Evaluation Process

- 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.
- Bulleted report on request provided to Provost and ACSM.