

ACSM PROCESS FOR SPACE REQUESTS

UPDATED August 11, 2020

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:

- Space Request pdf
 - dept
 - user
 - space function
 - space use
 - necessary room features/technologies
 - shared support/infrastructure
 - approximate size in GSF
 - begin date
 - duration
 - possible space modifications
 - fund source for program/grant
 - cost estimate for renovation/retrofit/conversion
- --- justification (including consequence if not provided)
 - technical, renovation and/or retrofit requirements
 - funding available
 - relevant factors from Assessment Guidelines
 - Chair's and Dean's Approval

Evaluation Process

- Provost sends requests to University Space Manager 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.