

**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.