

## ACSM PROCESS FOR SPACE REQUESTS

**UPDATED October 4, 2018**

### **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
  - end date
  - 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 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.