

POLICY TITLE	Space Assignment and Space Change	Policy Number	423
Section	Facilities, Operations, and Information Technology	Approval Date	March 28, 2013
Subsection	Facilities and Scheduling	Effective Date	March 28, 2013
Responsible Office	Office of the Associate Vice President of Facilities/Planning		

1.0 PURPOSE

1.1 Space is a limited resource of the University. To ensure equitable and effective assignment and use of space, Facilities Planning has outlined in this policy the method of requesting and assigning university building space.

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Furniture/Equipment Relocation: The physical relocation of the furnishings of a campus space.

3.2 Space assignment: The department or function authorized to occupy a particular space.

3.3 Infrastructure Committee: Consists of all university vice presidents and the Chief Planning, Budget, and Policy Officer. Resource support for the committee may include the Campus Engineer, the Associate Vice President of Planning/Facilities, and representatives from ASUVU, PACE, and Faculty Senate. The Vice President of Finance and Administration serves as the chair.

3.4 Space change: The allocation/reallocation of space assignments, changes in space utilization, alteration in the physical layout or appearance of space, alterations in room numbering, or changes in standard furnishings.

3.5 Space utilization: Function or purpose of a space, e.g., classroom, office, storage, etc.

4.0 POLICY

4.1 The Infrastructure Committee reviews and approves all allocation/reallocation of space assignments to departments, programs, or individuals, changes in space utilization, alterations in the physical layout or appearance of space, alterations in room numbering, or changes in furnishings.

5.0 PROCEDURES

5.1 When making requests for space change, remodeling or moving, requesters shall submit a *Space Request/Reassignment Form* or *Facility Modification Request Form* with required supporting documentation (drawings, pictures, etc., that describe the project) to the appropriate reviewers. The form and supporting documentation must be reviewed and approved by the appropriate dean or division associate vice president, the appropriate vice president, and the Associate Vice President of Facilities/Planning. The form is then submitted for consideration to the Infrastructure Committee.

5.2 The Infrastructure Committee reviews all requests. As appropriate, requests may be assigned to Facilities/Planning for a feasibility and cost study.

5.3 Approved and funded projects requiring remodeling will be forwarded to Facilities/Planning for design (drawings or specifications). Upon completion of the design, the project will be released for bid or in-house implementation.

5.4 Facilities/Planning shall notify the requestor of the Infrastructure Committee's decision with accompanying comments.

5.5 Temporary/Emergency Space Changes

5.5.1 Infrastructure Committee members may submit urgent, temporary space changes to the Vice President of Finance and Administration for immediate action.

5.5.2 If new or additional furniture is temporarily required in a room on a short notice, employees needing the furniture must initiate a request through their department heads. The department heads must then contact the Custodial Supervisor. The Custodial Supervisor will make the required change in a timely manner. The Custodial Supervisor will, if necessary, complete and retain a copy of the *Remodeling/Space Change/Moving Form*, and distribute copies of the form to the affected department(s), the Associate Vice President of Facilities/Planning, and the chair of the Infrastructure Committee.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity