



## PROCEDURE

### **Space Allocations and Renovations**

Procedure Administrator: Associate Vice President for Operations

Authority:

Effective Date: July 1, 1976; April 20, 2010

Index Cross-References:

Procedure File Number: 6075

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To provide for an equitable system of space allocation in support of University needs and priorities.

### II. PROCEDURE:

A. During the Annual Space Budget review period, all requests for changes in space allocations will be submitted in writing to the Vice President of Administration and Finance by the various unit Vice-Presidents of the University. Each specific request for a change in space allocation or utilization must contain a justification statement and, where renovations are involved, a description of the proposed renovations and the associated funding source must also accompany the request. After reviewing the University-wide implications of all space budget requests, an Annual Facilities Development Plan and Budget will be prepared for approval by the President. Following approval by the President's Office, the Department of Facilities and Plant Operations will notify all unit heads as to the status of their respective requests for space changes. Furthermore, implementation of all approved changes, whether they involve reallocation of space or renovations, will be directed and monitored by the Department of Facilities and Plant Operations acting for the Vice President of Administration and Finance.

- B. Changes in space allocations or renovations which are requested between Annual Space Budget reviews will be processed in the following manner:
1. All requests for space changes must first be submitted in writing to the Budget Unit Manager of the individual department initiating such requests. These requests should contain a justification statement and, where renovations are involved, a narrative description and funding source must accompany the request.
  2. All requests for space changes must be approved by the appropriate unit Vice President before they are transmitted to Administration and Finance for review. Since certain changes may have University-wide and/or operating budget implications, they will be reviewed with appropriate University units before a final decision is made.
  3. Upon approval, the Department of Facilities and Plant Operations will be responsible for directing the implementation of approved space reallocations or renovations.

Approval History:

	Date
President	04/20/10