

Space and Renovation Request

Before you complete this form, review Policy 37.004 to determine if you should submit a project request to the Office of University Planning & Implementation (UPI) instead. UPI manages all campus design and construction projects. The Space and Renovation Request form is used only by the Space Management Advisory Committee for space-related projects subject to review by that committee. Committee review is standard for proposals with requests for central funding up to \$100,000. In some instances, committee review may be required for proposals that do not involve central funding, e.g., requests for new space, major reallocations of space, or changes in the function and/or configuration of space with potential consequences for units other than the proposing unit. UPI will tell you if additional review is required. If Space Management Advisory Committee review is required, then submit this form to the Director of Space Management, University Planning & Implementation, Ridges Bldg. 19.

Title of Request: _____

Submitted by (name & department): _____

Planning Unit approval (dean, vice president): _____ Date _____

1. Provide a short description of the proposed allocation, change, or project. If the short description does not present completely the scope of the proposal, attach additional details such as a program of space requirements (kinds, quantities, and uses of space), drawings, and any other information required to understand the scope.
2. What is the relationship of this request to department, planning unit, and/or university mission?
3. What are the specific benefits if this request is approved?
4. What are the consequences if this request is not approved?
5. How much central funding support (if any) are you requesting?
6. If you are requesting central funding, what percent of the total project cost will it provide?
7. What accommodations will you make for any users who will be displaced from the space or whose uses of the space will be altered by this project?

Space Management Action

Date _____

Request referred to committee _____

Request approved _____

Request not approved _____

Explanation of Action