

Space Request Process

UMSL is implementing a systematic process for considering all campus requests for additional academic and/or administrative space, or changes in use of existing space. The purpose of this directive is to promote the most effective use of the University's physical facilities. The following paragraphs outline the proposed new process.

Space requests will be initiated by the department desiring space modifications by having a Space Request Form approved by their Dean or Vice Chancellor. The request will then be submitted to Facilities Management (FM) for analysis and Physical Facilities Committee recommendation. Approval of space requests will be made by the Chancellor's office, taking the recommendations of FM and the Physical Facilities Committee into consideration. The process is as follows:

The requesting department completes the space request description and other information on the top half of the Space Request Form. Explanation of why internal re-allocation of space cannot resolve the space requirement must be included in the description. The department's schedule requirements should also be stated if that information is available. After it is determined by the affected Vice Chancellor(s) or Academic Dean(s) that the request for additional space is justified, a hard copy of the form is signed and forwarded to FM for processing.

Once the Space Request Form is received by FM a Project Manager will be assigned to the project. The Project Manager will meet with the requesting party before proceeding with analysis of the existing and requested department space. The following criteria will be used in determining whether or not to recommend approval of the space request:

- ***Justification:*** The requesting department, school or college must clearly explain why their program cannot be accommodated within their existing occupied space.
- ***Optimal Utilization of Space:*** An assessment as to whether existing space occupied by the requesting party department is being used efficiently will be measured using existing space inventory data and current space planning standards.
- ***Mission-Fit:*** The space is needed for a department, school, or college to grow in directions that are consistent with stated goals of the University strategic planning.
- ***Special Needs:*** A change in circumstances exist which warrants special consideration.
- ***Economic Feasibility:*** The cost of the space reallocation must be consistent with the benefit provided. Funding must be identified to offset any such costs.

Any necessary adjustments to the scope of the request will be resolved between the Project Manager and the Department before the approval process proceeds to the next step. At that time the space request will be brought to the Physical Facilities Committee for their review. The Physical Facilities Committee will forward their recommendations to the Chancellor's office for review. After discussion between the Chancellor, Provost and Vice Chancellors, the appropriate Dean or Vice Chancellor will be notified of the final decision.



Space Request Form

Requested By: _____ Date: _____

Requesting Department: _____

Description:

Affected Vice Chancellor(s) or Dean(s):

_____ Date: _____

_____ Date: _____

Space Request and Approval Instructions

1. Requesting department completes Space Request Form, including Vice Chancellor or Dean signature.
2. The space request is submitted to Campus Facilities Management (CFM).
3. CFM assigns a Project Manager who meets with the requesting department.
4. Project Manager provides analysis of request based on established criteria.
5. CFM presents space request and analysis to Physical Facilities Committee for review and recommendation.
6. CFM presents recommendations to Chancellor’s office for decision.
7. Requesting Vice Chancellor or Dean is notified of Chancellor’s decision.

APPROVAL:

Office of the Chancellor: _____ Date: _____