

## **SPACE REQUEST PROCESS**

Building space is a valuable and limited university resource. During these times of growth, change, escalating construction costs and land values, the University must increase efforts to maximize the utilization of space through a fair and transparent process. In order for the University to better manage these resources, we are instituting a space allocation procedure.

The Space Committee has been established to review space requests across the campus. In order to make sound resource decisions, information about an organization's needs and options is necessary. A Space Request (SR) must be completed to provide this qualitative and quantitative assessment of space needs and to be considered in the University's space allocation planning process. Any department needing space beyond their current allocation should follow the processes outlined by the Space Committee. For reassignment or reconfiguration of space within the department's allocated space, the department shall follow the process as established by RCS for renovation or contact Campus Planning, [fac\\_dl\\_space@colostate.edu](mailto:fac_dl_space@colostate.edu) the space in the space database.

Please note the following:

1. The SR should be submitted by email to Campus Planning, [fac\\_dl\\_space@colostate.edu](mailto:fac_dl_space@colostate.edu). The SR needs to be complete and compiled as one file at time of submission. Incomplete submittals will be returned to the submitting party for completion.
2. At the top of the form, fill in the Requestor information and Alternate Contact information. Please list the contacts of people that should be communicated with regarding their SR. Maximum of 3 individuals.
3. Your SR must be reviewed, approved, and signed by the appropriate College Dean, Agency Director, Vice President or Vice Provost before submitting to Facilities Management.
4. Under "Purpose of Request" be specific how the request fits in with the University Courageous Strategic Transformation/Academic Master Plan. Please note the specific categories and goals that you are referencing.
5. Space needs justification must be accompanied by factual information on existing space and why existing allocated space cannot accommodate this new request. This includes exploring alternative options, such as hoteling, remodeling, space sharing with others, as well as considering if current allocated space meets university space standards.
6. All space requests must conform to the university [space standards](#).
7. If a large block of space becomes available, an RFP will be posted on the Deans, Directors, Department Heads (DDD) email list, unless the space is needed to satisfy one or more space requests that are already under consideration. In order to participate in an RFP process, a department must submit an SR for review by the Space Committee for any new space proposals not under consideration.
8. Departments interested in RFP space, can reach out to Campus Planning to facilitate tours before submitting the SR.

Once the SR is received, Campus Planning will:

*For small space requests, the Campus Planning group has the ability to allocate space that is small in nature, has no university wide impact and would otherwise be non-controversial in order to facilitate timely solutions. For complex, large and controversial requests that will impact multiple spaces and organizations the Space Committee will be utilized for campus-based decision making. (What constitutes 'small' would be determined on a case-by-case basis based on the criteria noted in this paragraph).*

1. Confirm receipt of request to Department applicants.
2. Add request to Space Committee SR Tracking Sheet.
3. Complete all necessary due diligence prior to review by the Space Committee. Including, but not limited to:
  - a. Verify the information in the SR.
  - b. Compare assigned space allocations per floorplans and database to info submitted and audit/discuss with applicant if necessary to verify.
  - c. Prepare an executive summary with the Department's SR, to include current space data, floorplans/photos, and any other documentation from Campus Planning to assist in decision making.
  - d. Walk current Department space, if necessary, to assess usage and utilization.
  - e. Walk requested space, if necessary.
  - f. Identify alternatives/options with the requesting party.
  - g. Add to agenda for a future Space Committee Meeting.
4. The agenda is emailed to Space Committee members with the SR packet for all applications that are being considered and/or presenting during the future meeting.
5. Committee members review SR (and presentation(s), if necessary).
6. After due diligence and all applicants have presented their request, Campus Planning will come up with recommendations. This includes any domino effects that are a result of vacated space from a new space approval.
7. Space Committee will discuss and make a decision based on criteria noted in the SR form.
8. Campus Planning to notify applicant of Space Committee's decision by email.
  - a. Any domino effect recommendation approved by Space Committee may require additional space walks.
  - b. If majority vote cannot be achieved or a request has special circumstances; the space request decision will be made by the SC chairs (and may include discussions with other CSU leadership) with a recommendation from the Space Committee.
9. Campus Planning will update SR with decision details and save any appropriate emails/documentation of the changes.
10. Once the space is awarded, the Department will keep Campus Planning informed of their expected move-in and confirmation when they have completely moved in.
  - a. The successful applicant will need to contact RCS (for any remodel needs and estimates), Informational Technology (for any tech specific needs) and the Key desk (for access).
11. Efforts will be made to accommodate all fully vetted space requests within available resources (including unsuccessful applicants). If there is no viable option within CSU owned space, then options through STRATA can be explored.
12. Campus Planning will update the database and department floorplan of the approved space assignment.
13. Campus Planning will re-walk space after the department moves to verify usage changes.

The University assigns space to support institutional priorities. Should space be vacated to occupy space granted through this process, the vacated space will be subject to reassignment to other priorities.

For more information about the space allocation process, contact Campus Planning, [fac\\_dl\\_space@colostate.edu](mailto:fac_dl_space@colostate.edu).