Space Needs Request Flow Chart

Identify need

Present to supervisor
Present to dean/AVP
Present to provost/VP

Does this fit within the priorities of the department/program?

Yes

No

Is there funding or will this be prioritized in the next IBP cycle or other funding request?

Sorry, this will have to wait

Yes

No

Provost/AVP will add to project list

This will have to wait (added to the list of potential future projects)

Form will be sent to Facilities Planning & Design
Project will be discussed in planning meeting(s) with VP/provost

The project will be evaluated to determine if it aligns with the College's strategic plans and campus or building masterplans and, if approved, when it can start based on other project needs and institutional prioirities.
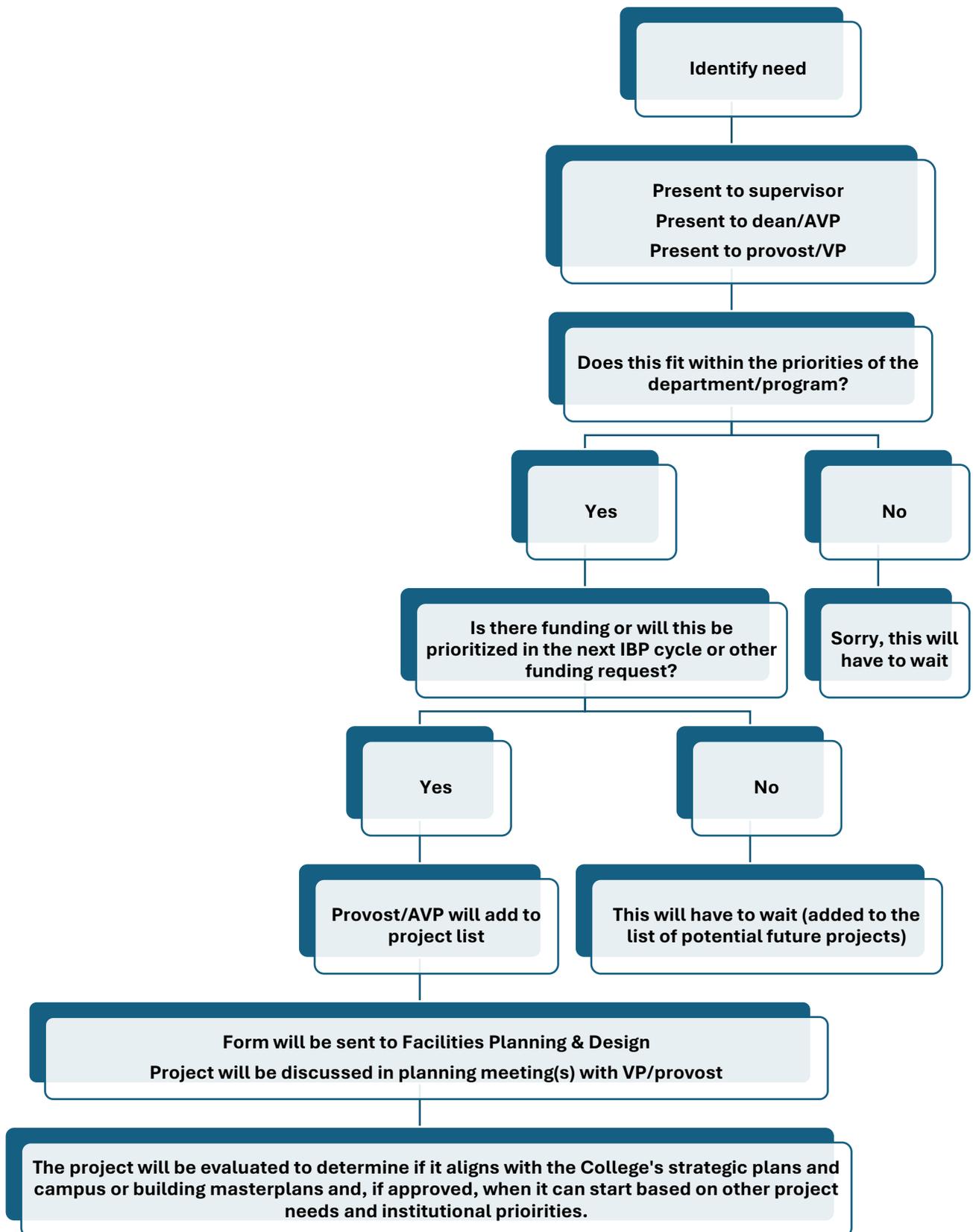
Space Needs Request Form is needed for:

- **Usage Change**: convert conference room into office(s), convert general use classroom into designated department or lab space, the space is no longer being used, etc.
    - Moving groups, divisions, departments, programs etc. into or out of a spaces - even if the groups report to the same director, AD, dean, AVP, VP, etc.
- **Space Alteration**: construction/remodel, new flooring, etc.
- **Other Significant Changes**: Changing furniture within an entire suite, classroom, lab, etc.

Fix It can route requests for things like:

- Maintenance and Repairs
    - carpentry, plumbing, paint, etc.
- Furniture
    - Updating layouts with existing furniture or furniture from inventory in an office or two or small area within a suite
    - Requesting new furniture for an office or two (funding must be identified)
- Boxes, and help with moves that have been approved
- Hanging art, pegboards, small whiteboards in offices, etc. (fees apply)

Process for Space Needs Request Forms:

Once a need is identified, it should be communicated to supervisor/manager and advanced to AD/Director, dean/AVP, and provost/VP. If there is support (it aligns with program and funding priorities), the Space Needs Request Form can be sent to Facilities Planning & Design for evaluation and additional support. The request will be assessed to determine if it aligns with campus or building masterplans and strategic plans. It will be discussed in planning meetings with the provost/VP. If approved, the project will be scheduled based on