

Lewis & Clark College Policy and Procedure

Subject: Space Management

Policy #:

Division: Business and Finance

Department: Facilities Services

Original Effective Date:

Date(s) Reviewed/Revised:

Approved By:

Approval Date:

Purpose:

To manage the use of facilities on campus in an equitable, effective, and efficient manner.

Policy Statement:

There exists a finite quantity of space at Lewis & Clark College. When space requirements of the College, a program, or an individual increase or decrease, a corresponding modification of the Space Management Plan document is desirable. These modifications which affect new or existing space must be performed within the context of the College's Mission and Goals statement, the campus Master Plan, and available resources.

Procedure:

The College's Facilities Manager will be responsible for maintaining the Space Management Plan document.

The Facilities Manager at Facilities Services will entertain requests from the Office of the President (for the College), a Dean or Vice President (for an academic or administrative program), the Director of an administrative section (for an administrative program), or from a department chair having prior approval of the Divisional Dean (for an individual). Requests shall be processed by submission of a Space Allocation Request form to the Facilities Manager.

One section of the Request form shall present reasons for the change, discuss the effect of the change upon the requester's area of responsibility as well as the effect of the change upon areas external to those of the requester, delineate required utilities (heating, cooling, ventilation, plumbing, electrical, telephone, and data communications networks), identify desired facility modifications (accessibility requirements for the disabled, fire and life safety devices,

walls, doors, flooring, windows, window coverings, and shelving), and specify equipment and furnishings.

Another section of the Request form shall consider the costs associated with implementation of the request. The Facilities Manager or designee shall assist with the completion of this section of the form. Previously noted items as well as the costs associated with installation, material handling, and changes in facility maintenance requirements shall be included in this section. Short and long term funding sources shall be identified. (Such an analysis may result in the need to generate a Capital Projects Request form which is obtained from the Facilities Manager. Once this form is completed by the requester, it will be reviewed and processed by the Facilities Manager.)

All allocations of new or existing space must receive preliminary approval from the Facilities Manager in consultation with all those (as defined in the submitted Space Allocation Request form with inclusion of others as deemed necessary by the Facilities Manager) affected by the change in space allocation. Once accepted by the Facilities Manager, the preliminary approval will be recommended to the Budget and Planning Committee for final approval Appeals related to decisions formulated prior to the Space Allocation Request form reaching the Budget and Planning Committee may be addressed to the Budget and Planning Committee.

LEWIS & CLARK COLLEGE
Space Allocation Request Form

Requester _____ Department _____ Date _____

_____ Request for adaptation of space within the purview of Requester to new function.
Location of space (*building and room*) _____
Current function of space _____
New function of space (*office, classroom, laboratory, storage etc.*) _____

_____ Request for relocation of function to space which is within the purview of Requester.
Current location of function (*building and room*) _____
Current function of space (*office, classroom, laboratory, storage etc.*) _____
Proposed location of function (*building and room*) _____

_____ Request for space which is not currently within the purview of Requester.
Proposed location of function (*building and room*) _____
Proposed function of space (*office, classroom, laboratory, storage etc.*) _____
Area required for function (*square footage*) _____

Statement of purpose and need (*Narrative*):

Furnishings and Equipment: (*Will existing furnishings and equipment be relocated? If new furnishings and equipment are necessary, list type and quantity.*)

Environmental Control: (*Specify temperature, humidity, sound, and lighting requirements.*)

Accessibility Considerations: (*Describe actions taken to improve accessibility for the disabled.*)

Safety and Security: (*Describe how the space provides for safe use and occupancy.*)

Network and Telecommunications: (*Consider communication device requirements.*)

Proposed relocation plan for those functions or persons displaced as a result of implementation of this request.

Cost: (*Identify funding source for moving, facility adaptation, furnishing, etc.*)

Signature of Department Chair or Director

Please return completed request to Construction Facilitator, Facilities Services, Campus Box 76.