Applicable Employee Classes:	Effective Date:	Approved by:
		[signature] 8/30/17
		Dr. T. Dwayne McCay, President

Space Allocation Policy

Policy:

All requests for assignment of space, reassignment of space, modifications to space, changes in use of space, and any moves inter-departmentally or intra-departmentally must be submitted to Facilities Operations via Work Order similar in process to the Facilities Work Order Policy and Procedure currently in effect.

Procedure:

A Work Order is initiated by the cognizant Vice President or Dean.

Move requests submitted directly to Property Administration must be forwarded to Facilities Operations to ensure a Work Order is appropriately initiated for the request.

Signatures must be obtained prior to submission of Work Order to Facilities Operations including initiator and Senior Vice President, or President in cases where the initiator is a direct report to the President.

The Vice President for Facilities Operations will approve and assign to the Space Manager.

Space Manager will consult with Deans, Department Heads, Vice Presidents, Senior Vice Presidents and/or others as appropriate to identify available spaces that satisfy the requirements of the request in terms of location, size, utility requirements, code issues, and any other potential issues associated with the request.

In cases where agreement with the recommended solution cannot be reached, the appropriate Senior Vice Presidents will be consulted for resolution.

The Space Manager will coordinate any required design and estimates of cost associated with the request.

The Work Order will be processed and forwarded to the appropriate Senior Vice President for approval, and then to the President for final approval.

The approved Work Order is returned to Facilities Operations for implementation. No work will begin until confirmation that the cited account is funded and the appropriate budget transfers have been completed.

Facilities Operations will maintain the Space Utilization Database. Updates will be made as changes occur and annual audits will be performed to verify accuracy.