

Guidelines for Space Management Requests

All space at Fredonia belongs to the University as a whole. The Space Management Committee shall make the final recommendations for allocation and alteration of any space.

Space Management Requests procedures for Space Requests, Space Change of Use and Existing Space Renovations or Improvements have been developed to insure that University resources are met both spatially and monetarily. This procedure also is used to insure that the changes integrate with existing building systems, comply with safety and building codes, and meet the overall planning for the department and building.

Definition

- **Space Request:** The need for a department to find additional space most often arises from a shortage of space at a current campus location or a poor fit of current space with the programmatic needs, of a specific academic, administrative or research function.
- **Space Change of Use:** A change in function and configuration of a space including conversion of room type (e.g. converting a storage room to an office, classroom into a research lab, etc.) or a space swap from one department to another.
- **Existing Space Renovation or Improvements:** Space renovations or improvements are construction projects that modify space in a manner that alters its dimensions or configuration, or that substantially upgrades and refurbish it. Space renovations or improvements do not include repairs, routine servicing, or maintenance except as these may be accomplished in the course of renovations or improvements. Similarly, safety modifications and improvements to meet building and safety codes are excluded as they are achieved as part of other construction. Minor renovations or improvements, such as painting and carpet, installation of furniture, and similar tasks performed through Facilities Services Work Order System are also not included in this definition.

Required Information:

The following is the information you will need to complete the Space Management Request and Approval Form:

- Request Justification
- Renovations or Improvement Requirements
- Anticipated time-line (dates) for the request
- Available Budget (if any)

Space Management Approval Process:

If the request is approved, Facilities Planning, Facilities Services, ITS or the assigned Project Team will work closely with the applicant to ensure the goals are met. Should the project become too large in scope to be undertaken locally, the Facilities Planning Office will coordinate efforts between the University and such other agencies as the State University Construction Fund and DASNY. In addition, Facilities Planning and /or Facilities Services will be responsible for the procurement of all consultant services. **See following diagram.**

SPACE MANAGEMENT APPROVAL PROCESS

