

SPACE ASSIGNMENT/UTILIZATION ACADEMIC BUILDINGS

PURPOSE: To establish an orderly sequence of events for the submission, review, and approval or disapproval of all requests for additional space and/or requests for a change in the utilization of space within an academic building. This regulation applies when a department or service unit requests new or additional space or a change in the utilization of space (i.e., a change in use from a classroom to offices). It does not apply to the routine assignment of classrooms and laboratories for scheduled academic program needs.

PROCEDURE: All requests for additional space and/or changes in the use of a given area shall be communicated in writing to the Director of Facilities Management, through the appropriate Dean or Vice President, with copies to the President and each Vice President. Such requests shall include a brief description of the additional space need or change in use and a rationale for the request. If necessary, the Director of Facilities Management shall on a monthly basis convene a meeting of the Space Utilization Committee which includes the Vice Presidents, faculty representatives and a representative of MSUAASF to review the requests received during the past month(s), consider the available options and formulate recommendations to the President. The Director of Facilities Management shall also make available facilities inventory information and provide input on remodeling or repairs necessitated by the request. As a part of their deliberations, the Committee may call upon department personnel, deans and others who are affected by the proposed space change.

After a consensus is reached by the Committee, the Director of Facilities Management shall communicate the recommendations, in writing, to the President. Upon the approval or disapproval of the recommendations by the President, it shall be the responsibility of the Director of Facilities Management to inform all segments of the University affected by the impending change.

The Director of Facilities Management shall coordinate with the appropriate Vice President or Dean and the Physical Plant Director (and others) on the need for repair or remodeling work and schedule the moving of furniture, equipment, and the installation of the telephones and other matters, as appropriate.

This WSU Regulation supersedes WSU Procedure 1-15, dated October 3, 1985.

AUTHENTICATED BY:

Thomas F. Stark
President

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Authoritative Reference
President