

## **Process Summary for UCR Space request (s) - Interior Assignable Space**

### **Step 1: Identification of Need**

- Requestor identifies space needs to his/her organization's leadership office (Dean, Vice Chancellor or equivalent unless redelegated)
- Leadership office verifies availability of local resources (inventory of spaces currently assigned); if resources aren't available, a space request form can be submitted
- If space requirements aren't met within an organization, individuals may send an appeal request via email to the Vice Chancellor for Planning Budget and Administration for further review. VCPBA will perform an independent review and provide a written disposition of the appeal to the requestor, the Provost, and USC.

### **Step 2: Space Request Form**

- All space requests to USC are submitted via online form. The form can be found here <https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zPOXAVJLcnxUU8bxMpldioc4wquRUME01R1M1QUo1MjIBTUg3TzIxU0ZWNjZSMC4u>
- Forms must be submitted by a Dean or Vice Chancellor's office representative unless redelegated in writing and submitted to Space Management.
- Space Management will confirm receipt of the request to the requestor within 3 business days.

### **Step 3: Supporting materials (performed by requesting organization):**

- All requests for additional assignment of space will require supporting documentation. Please forward documentation to Space Management.
- A recommended list of materials includes but are not limited to:
  - ✓ Written justification of need
  - ✓ Overall summary of the total amount of space controlled by the organization/school (at the time of the request) organized by Department if possible
  - ✓ Inventory of space occupants by room and total square footage in the building where shortage (s) has been identified (data should match FMS)
  - ✓ Where possible, provide factual information about how the space is utilized i.e. the Dean's office doubles as a conference room for College meetings and specific details on anticipated growth or future use of the space i.e. relocations

### **Step 4: Analysis and Recommendations (performed by Space Management):**

- Materials provided will be analyzed and reviewed
- Recommendation (s) will be generated based on the following parameters:
  - ✓ Alignment with UCR's institutional mission and priorities
  - ✓ Financial impact
  - ✓ Implementation timelines
  - ✓ Impact to other departments/organizations
  - ✓ Type of space being requested
  - ✓ Impacts to existing infrastructure (s) e.g. IT and Facilities
  - ✓ Limitations imposed by Fire Life Safety and ADA
  - ✓ Compatibility with adjacent spaces
  - ✓ Specific department needs

**Step 5: VCPB Review**

- Vice Chancellor of Planning and Budget reviews recommendations for feasibility
- Outcomes of this review could lead to:
  - ✓ Support of Recommendation (s)
  - ✓ Request for additional information
  - ✓ If requests are infeasible based on cost, health and safety codes, or other pertinent factors they may be denied.

**Step 6: University Space Committee Review**

- The University Space Committee is charged by the Provost to provide advice on campus assignable space matters. Request for exterior space or non-assignable spaces (i.e. public corridors) will be reviewed by the Office of the Campus Architect and related Building Code and Fire Marshal staff.
- All requests and materials approved by the VCPB (previous step) are reviewed by the Committee at the next available monthly committee meeting.
- Stakeholders may be invited to present arguments; guidelines for presentation of space request materials are as follows:
  - Each requestor of space will be provided 5 minutes to present their request to the USC, and if there are any individuals who have opposing viewpoints they will also be allowed 5 minutes to present.
  - The USC will then ask the presenters to leave the room while the USC discusses the request(s) and votes on the recommendation that will go to the Provost.
- USC will vote on appropriate recommendations to be submitted to the Provost

**Step 7: Provost Review**

- Provost reviews recommendations forwarded by the USC and renders a decision

**Step 8: Communication of Decision (s)**

- Space Management issues written communication of Provost's decision(s) to college Dean and/or Vice Chancellor (s)