



Department Administrative Policy and Procedures

Subject: Space Allocation – Budget Preparation Process

Number: 6-7

I. PURPOSE

The following criteria and procedures have been established to provide guidelines for UW Space Allocation.

II. DEFINITIONS

New construction: Any new square footage of a structure or addition to an existing building.

Renovations: Projects that include the process of improving a broken, damaged or outdated structure, which includes but is not limited to restoration, refurbishment, reconstruction, remodeling, updating, modernization, and refitting. (UW Regulation 6-9)

Strategic Space Allocations: Any change in space for new programs, new construction, program increases or reduction, classroom reclassifications, or space changes requiring a renovation exceeding \$100,000.

Minor Space Allocations: Any change in space within a division or college, and requiring a renovation \$0- \$100,000.

University Capital Construction Project: Those projects that require planning levels I, II, and III under Wyoming law (W.S. § 9-5-108). These projects are funded in whole or in part by state funds or University Pledged Revenues and are generally provided as a result of a budget request approved for submission by/to the Board of Trustees. For purposes of this Regulation, Capital Construction Projects include new construction in any amount and renovations, major maintenance or other capital construction projects with a cost of more than \$500,000. (UW Regulation 6-9)

III. POLICY

Facilities Inventory and Classification

Responsibility for the maintenance of the University's Facility Inventory and building floor plans is assigned to the Space Allocation Office of UW Operations. The inventory database is maintained to provide current statistical data required for effective management of University facilities and provides a master inventory of all space including an identification of the spaces and the unit to whom it is currently assigned, room classifications and any use restrictions.

All spaces are classified in accordance with the Post-Secondary Facilities and Classification manual. All space assignments are recorded on the inventory database to the lowest identified departmental level (e.g. Academic Affairs, College of Business, and Accounting Department.)

It is the duty of each administrator with delegated responsibility for space management to ensure that changes in assignment, classification, and function are reported to the Space Allocation Office.

The Space Allocation Office periodically verifies space assignments and usage with administrators to whom space is assigned to update the facilities inventory

IV. PROCESS

Space Allocation – Budget Development Process

The annual budget development process shall include the following:

- 1) **Strategic Space Allocations** requested for the upcoming fiscal year.
- 2) **Renovations** of existing space requested for the upcoming fiscal year.
- 3) **New construction** requests to support existing or future budgeted programs.

All Requested Renovations or New Construction:

Must include an official budget estimate prepared by Operations:

Request for Estimate Form: <http://www.uwyo.edu/uwops/request/>

Request for Estimate Turnaround Time: 45 days – Priority will be given to requests submitted before January 1 of each year. Requests submitted after January 15 are not guaranteed to be ready prior to March 1.

All Space Allocation Changes:

Require Dean or Department head approved Space Request:

[http://www.uwyo.edu/uwops/files/space allocation/space-request-form-2017.pdf](http://www.uwyo.edu/uwops/files/space%20allocation/space-request-form-2017.pdf)

Responsible Division/Unit:

Associated Regulations, Policies, and Forms:

Authority:

UW Regulation 6-4, no alteration without consent- includes change in use.

[http://www.uwyo.edu/regs-policies/files/docs/regulations-july-2018/uw_reg_6-4 format effective 7-1-18.pdf](http://www.uwyo.edu/regs-policies/files/docs/regulations-july-2018/uw_reg_6-4_format_effective_7-1-18.pdf)

UW Regulation 6-7 Space Allocation- Strategic space allocations must be approved by Administration

[http://www.uwyo.edu/regs-policies/files/docs/regulations-2020/uw_reg_6-7 approved 12-9-20.pdf](http://www.uwyo.edu/regs-policies/files/docs/regulations-2020/uw_reg_6-7_approved_12-9-20.pdf)

UW Regulation 6-9 Capital Construction- Board of Trustees must approve projects over \$500,000

http://www.uwyo.edu/regs-policies/files/docs/regulations-2021/uw_reg_6-9_approved_7-16-21.pdf

UW Regulation 7-1 – Budget transfers – over \$100,000

http://www.uwyo.edu/regs-policies/files/docs/regulations-2018/uw_reg_7-1_approved_9-14-18.pdf

Approved: