

Presidential Directive 2-1987-3

Space Allocation Procedures

1. Purpose. The purpose of this directive is to implement the provisions of UW Regulations pertaining to the assignment and reassignment of space by the Physical Plant Priorities and Space Allocation Committee among colleges or other units in University buildings, excluding the Wyoming Union Building, for University instructional, research or public service functions.
2. Administrative Authority and Responsibility. This regulation also provides that the Physical Plant Priorities and Space Allocation Committee is the sole authority on assigning or reassigning space among colleges or other units in University buildings, excluding the Wyoming Union Building, for University instructional, research or public service functions.

The Committee may assign or reassign space to the individual colleges or units, and a dean or an individual college or an administrative officer of a unit is responsible for assigning or reassigning space made available to the college or unit by the Committee.

The Physical Plant Priorities and Space Allocation Committee is composed of the vice presidents of Academic Affairs, Research and Economic Development, and Administration. The Committee is chaired by the Vice President for Administration. This Committee is assisted by the Office of Space Management, which is located within the Division of Physical Plant.

Actions of the Committee in the assignment or reassignment of space shall be based on the following criteria:

- a. demonstrated programmatic needs;
 - b. availability of space;
 - c. suitability and usability of space; and
 - d. accepted use standards for the type of space.
3. Administrative Procedures. Individual colleges or units seeking assignment or reassignment of space shall comply with the following procedures:
 - a. Procedures to Request Assignment or Reassignment of Space:
 - (1) The department obtains a REQUEST FOR SPACE form from the Office of Space Management;

- (2) The department then completes the form in consultation with the Office of Space Management;
- (3) The department head reviews and approves the request and forwards it to the appropriate dean or administrative officer;
- (4) The dean or administrative officer reviews and approves the request and forwards it to the Office of Space Management;
- (5) The Office of Space Management will forward copies of the form to the appropriate member(s) of the Physical Plant Priorities and Space Allocation Committee;
- (6) The Office of Space Management will, at the direction of the appropriate member(s) of the Physical Plant Priorities and Space Allocation Committee, make any investigation and research required and submit findings to the Physical Plant Priorities and Space Allocation Committee;
- (7) The Physical Plant Priorities and Space Allocation Committee will review the request and related findings and take appropriate action;
- (8) The Office of Space Management will notify, in writing, the dean or administrative officer of the final action on the request. If the request is denied, the returned form will contain an explanation of the decision and/or request additional information for reconsideration.

b. Procedures for Requesting Change in Use of Space:

- (1) The department obtains a CHANGE IN USE OF SPACE form from the Office of Space Management;
- (2) The department then completes the form in consultation with the Office of Space Management;
- (3) The department head reviews and approves the reassignment and forwards the form to the appropriate dean or administrative officer;
- (4) The dean or administrative officer reviews and approves the reassignment and forwards the form to the Office of Space Management;
- (5) The Office of Space Management reviews the form and, if the proposed change in use is consistent with the long term goals of the University and there is no violation of building code, uses it to update the University's Facilities Inventory.

Approved March 18, 1987