

STANDARD OPERATING PROCEDURE # FDO 3.306

Subject: Space Request Procedures


Purpose and Scope: To establish a checklist and method of providing service to the UWF community regarding space issues and those items brought forth to the space utilization committee. All issues submitted as a "Space Request" will follow the procedures outlined below.

Procedures:

1. All requests must be submitted through the online "Space Request Form."
2. The Space Manager will notify the requestor that FPMC has received the request and will add it to the prioritized list of analysis needs. Smaller requests can be handled immediately, while other larger requests require a full space analysis. This information will be given to the customer as soon as possible.
3. Once an analysis is complete, if changes and approvals are necessary, the Space Manager will provide supporting information and present a *recommendation* to the Space Utilization Committee. An analysis will also fully involve all departments and identify department (department heads / program directors) and identify space needs and functions.
4. Recommendations made to the Space Utilization Committee will include quantitative space data and floor plans and have prior approvals from Director of Facilities, Planning, Maintenance and Construction. An estimate, if possible, for proposed renovations related to the space recommendations will be included.
5. The Space Manager will inform the requestor of the planned recommended actions to the committee for consideration.
6. The committee recommendation will be provided with all supporting documentation to the appropriate Vice President(s) for consideration of approval.

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