APPENDIX: SPACE MANAGEMENT PROCESS FLOW CHART

Routine Maintenance

Enter request as work order via phone to Plant Operations, or online with a Work Order Request form

Reviewed by Plant Operations' Work Management section and entered as a work order.

Emergencies are immediately radioed to the appropriate worker for completion and the paperwork is returned to the Work Management section

OR

Non-emergencies are given to the appropriate work section; who prioritize requests, complete work , and returns paperwork to Work Management section

Changes in Room Function or Request to Use Existing Space

Enter request as an Initiative into the Planning Database

Reviewed internally by administrative unit for endorsement

Reviewed by appropriate Cabinet official for approval

Forwarded to the Space Management Council for due diligence and endorsement

Notification of approval given to: Department requestor and Institutional Research for space-usage recordkeeping in the Facilities Inventory Database

Project Work

Enter request as an Initiative into the Planning Database

Ranked by Departments, Deans, and VP's in planning database

After reviewing projects and their rankings, the Space Management Council ensures alignment with strategic plan, conducts budget analysis, & creates a priority list of projects

Project list forwarded to University Council as information item

If the requesting Division has existing funds: they are notified of approval to proceed

OR

If funding is required outside the Division's budget: MMR may be considered by Space Management if it is an infrastructure need -or- the project may be assessed by the BAC for funding sources and prioritization

Minor Capital Projects ($1M—$5M)

Enter request as an Initiative into the Planning Database

Ranked by Departments, Deans, and VP's in planning database

After reviewing projects and their rankings, the Space Management Council ensures alignment with strategic plan, conducts budget analysis, & creates a priority list of projects

Project list forwarded to the University Council as an information item, or for review if the project affects the Master Plan

Recommendation forwarded to the President for approval and submittal to the BOR

Major Capital Projects (more than $5M)

Enter request as an Initiative into the Planning Database

Ranked by Departments, Deans, and VP's in planning database

After reviewing projects and their rankings, the Space Management Council ensures alignment with strategic plan, conducts budget analysis, & creates a priority list of projects

Project list forwarded to the University Council as an information item, or for review if the project affects the Master Plan

Recommendation forwarded to the President for approval and submittal to the BOR