UNIVERSITY POLICY

SUBJECT:	FACILITY SERVICES		**TITLE:**	REQUEST FOR SPACE	
CODING:	00-01-70-30:00	**ADOPTED:**	07/12/95	**AMENDED:**	08/31/06
				LAST REVIEWED:	08/31/06

I. PURPOSE

To ensure that all requests for space within UMDNJ owned or leased facilities are appropriately requested, evaluated and managed in order to maximize the utilization of space within the University and to maintain an accurate Space Database.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Administration, the Assistant Vice President for Operations shall ensure compliance with this policy. The Deans, President/CEOs of the Healthcare Units and Vice Presidents shall implement this policy.

III. REFERENCES

A. Issuance of Keys 00-01-10-80:20

B. Signage 00-01-70-25:00

C. Renovation/Alteration/New Construction 00-01-70-45:00

IV. DEFINITIONS

A. **Space** - An area within a UMDNJ owned or leased facility measured in square feet and identified by campus, building, room number, usage and department/program/unit/school.

B. **Allocation** - The designation of space to a department/program/unit/school for a particular purpose, such as office, laboratory, classroom.

C. **Relocation** - The movement of a particular function from one space to another.

D. **Reclassification** - The change in primary usage of space without a resulting change in physical parameters.

E. **Reprogramming** - Substantial alteration of space to accommodate a new usage.

V. POLICY

A. Requirements:

1. All requests for space shall be submitted in writing to the Assistant Vice President for Operations from the Dean, President/CEO or Vice President of the requesting

School/Unit. Space requests must be accompanied with the following information, completed to the fullest extent possible:

a. location of space requested - campus/building/floor/room numbers

b. amount of square footage - (if known)

c. functional usage - (office, lab, classroom, other)

d. name and phone number of requestor's representative

e. funding - (i.e., grant, capital, other)

f. time frames requested

2. In order to maintain an accurate Space Database, requests for reprogramming or reclassification for use of space in University facilities must be submitted in writing to the Assistant Vice President for Operations.

3. Vacant, unassigned space shall not be occupied or used as storage without the prior written approval of the Assistant Vice President for Operations.

4. Information concerning the physical aspects and functional uses of space within University facilities shall be maintained on the University Space Database in the Department of Operations.

5. In order to maintain an accurate Space Database for the University's Indirect Cost Recovery proposal, grant applications which require additional space are subject to the provisions of this policy.

B. Implementation:

1. All requests for space and/or modifications to existing space (as defined in the policy) shall be submitted in writing from a Dean, President/CEO, or Vice President to the Assistant Vice President for Operations. The Assistant Vice President for Operations shall make an initial determination whether the request can be accommodated within existing available University facilities.

2. If the request for space cannot be accommodated, the Dean, President/CEO, or Vice President shall be notified in writing by the Assistant Vice President for Operations.

3. If the request for space appears to be feasible, the Assistant Vice President for Operations shall transmit the request to Facilities Planning and Construction.

4. The Director of Facilities Planning shall assign staff to

a. Contact the requestor's representative within ten (10) days of the receipt of the request.

b. Evaluate and validate the space by utilizing the University Space Database and identify the programmatic needs of the requestor.

c. If leased space is requested, Facilities Planning and Construction, with the assistance of an outside consultant(s), shall conduct an evaluation of the proposed property to be leased, which shall include, but not be limited to

i. the structural elements; mechanical, electrical, plumbing systems; fire protection; and environmental status to ensure that the space is safe, complies with all building code requirements and is in good operating condition.

ii. compliance with handicap accessibility guidelines as required by the Americans with Disabilities Act (ADA).

iii. determining the suitability of space for the proposed UMDNJ department program(s) and the stated requirements, special needs, limitations, etc.

iv. making a recommendation to the Assistant Vice President for Operations regarding the feasibility of the request.

5. The Assistant Vice President for Operations shall notify, in writing, the Dean, President/CEO, or Vice President of the requesting School/Unit as to the manner in which the request can be accommodated.

6. Upon approval of the allocation of space to the requesting School/Unit

a. Facilities Planning and Construction shall update the University Space Database.

b. the School/Unit shall assume responsibility for informing the appropriate supporting departments of the new space allocation and coordinating the necessary activities, including, but not limited to the moving of furniture and equipment through Environmental Services, obtaining keys from Public Safety, and the requesting of signage from the Department of Operations, etc.

c. for newly allocated space requiring renovation work, refer to University policy Renovation/Alteration/New Construction, 00-01-70-45:00.

7. Upon vacating space, it is the responsibility of the UMDNJ occupant to notify the Assistant Vice President for Operations and remove all equipment within thirty (30) days of vacating the space, arrange for a final cleaning and removal of any debris, and return all keys to Public Safety.

By Direction of the President:

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Senior Vice President for Administration