

## University Space Request Procedure Guideline

This Procedure Guideline describes the method for receiving formal approval for Space Request. Upon formal approval, when necessary, requester may be required to submit an Estimate Work Order from the FS WorkCenter to provide space modifications prior to occupancy of the approved space.

1. Requester completes University Space Request Form and submits through AdobeSign.  
Proposal request requires detailed information including:
  - a. Executive Summary
  - b. Mission and History
  - c. Operations and Services
  - d. Space Location
  - e. Adjacencies
  - f. Justification for Space
  - g. Program Benefits
  - h. Support of CI's Mission & Goals
  - i. Space Use
  - j. Space Modifications
  - k. Proposed Budget
2. Submitted forms must have all required divisional signatures prior to acceptance by University Space Planning Committee Chairperson prior to full committee review.
3. Incomplete requests or requests requiring additional information will be returned to requester for revisions and resubmittal.
4. Upon acceptance by the Chairperson, the University Space Planning Administrative Committee shall meet to review request at the next available meeting.
5. Committee shall review proposal. Possible outcomes:
  - a. Acceptance of proposal and recommendation to University Space Planning Executive Committee for approval.
  - b. Proposal is returned to requester for additional information/clarifications. Requester shall make necessary corrections and resubmit proposal for re-evaluation by the Administrative Committee.
  - c. Rejection of proposal by the Administrative Committee.
  - d. Postponement of review to later Administrative Committee meeting.
6. If proposal is accepted by the Administrative Committee and approved by the Executive Committee, requester is authorized to proceed with project.
7. If space modifications, rekeying of spaces, and/or personnel equipment moves are required, requester shall submit an Estimate Work Order to the Facilities Services WorkCenter ([fsworkcenter@csuci.edu](mailto:fsworkcenter@csuci.edu)) for completion of the project.  
(Furniture moves may be completed by campus staff and/or outside vendors depending upon the nature of the request and items being moved.)

Typical space reallocations requiring USPC approval:

- Vacant space currently not planned for occupancy by the Department having most recently occupied the space.
- All vacant unimproved spaces.
- Departmental space requests that involve changing the current use classification (e.g. conference room to office conversions).
- Space 'swapping' between two or more different departments.

Typical space reallocations not requiring USPC approval:

- Office personnel changes (e.g. single person office changing to group office).\*
- Decommissioning of occupied space.\*

\*While these space reallocations do not require USPC action, these changes must be reported to Planning, Design and Construction for annual space reporting compliance with the Chancellor's Office.