

Space Request Guidelines

A space request must be received one week prior to the Space Committee meeting in order for it to be included on the agenda for that meeting. If the request is received less than one week before the meeting then it will be reserved for the next Space Committee meeting.

Please note, a space request is only required if a department is requesting additional space on campus that involves either vacant space or space allocated to another department.

University Space Committee:

Space Requests are submitted to the PSU Space Committee through the Facilities and Planning Space Management Analyst.

Please send the completed requests to:

Facilities and Planning

PSU Space Management Analyst

Mail Code: FAP

Email: Amanda Wolf Walters at wolf@pdx.edu

For questions please contact:

Amanda Wolf Walters

Space Management Analyst

(503) 725-4939

Ernest Tipton

Campus Design & Planning Manager

(503) 725-4318

All space requests must have approval from the Academic Department Dean or Administrative Unit Director prior to submission. If the space is managed by a Building Advisory Board, their signatures must be obtained on your request.

Space Request Format

The following is the required format to be used when preparing a Space Request for new or changed space allocation. It is imperative that this request is as complete and as detailed as possible to enable the PSU Space Committee to make a well-informed decision regarding the distribution of space. All parts must be included. Proposals lacking one or more parts will not be considered.

Part I. Application Cover Page

Please provide an adequate abstract for your proposal. Make note if there are any time factors associated with approval of the request. If two or more departments are proposing a shared space request, they should submit one proposal, with the names of each department listed on the cover

sheet. If more than one Vice President is involved, their signatures must be obtained as well. If more than one unit reporting to the same Vice President is requesting the same space, the Vice President must prioritize the request. If a department is requesting space for an outside organization, provide detail of the nature of the organization which will be using the space and the agreement with the department.

Part II. Proposal Narrative (not to exceed three double-spaced pages) The narrative must include the following elements, and each section of the narrative should be labeled accordingly. It is very important that proposals be written in clear language so that they are understandable by an educated but non-specialist audience. Assume that the readers will not have an in-depth knowledge of your field. It is up to the requester to make the importance clear to the readers.

- I. **Purpose of Space Requested** Include a detailed description of the space being requested and how it is compatible with your needs. A detailed list of the space under consideration has been included with the Request for Proposal packet, if applicable. All space requested must be included on the list. Provide in detail the intended use for the space. The detail should include the intended use such as academic delivery, academic support service, grant or contract support service, etc. Indicate if the requested use is for a short period or ongoing long-term use.

- II. **Statement of Program or Department Justification** Include the anticipated direct and indirect impacts on proposed space allocation on items listed below. Describe any compliance issues which bear on the move, such as life safety issues, ADA compliance, building code requirements, etc. Describe how this space utilization will affect your constituent group.
 - a. *Relationship to Broad University Needs and Mission:* Does this space allocation impact university issues such as advancing the mission goals? It is important to identify particular benefits to the University or Department that may be realized by making the requested changes in space assignments.
 - b. *Program Needs:* Provide a summary on the constraints to the program in terms of occupancy of the building and how the space requested will serve the programmatic needs of the requesting unit.
 - c. *Departmental Impact:* What impact would the requested space allocation have on related programs, students or faculty, or instructional space, due to relocation of offices or classrooms? Summarize any impacts on program accreditation, regulatory needs, or similar impacts.
 - d. *Enrollment Impact:* Will there be an impact on enrollment, instructional programs, and/or scholarly activities due to the utilization of the proposed space?
 - e. *Efficiency:* How will the utilization of the requested space impact the efficiency of the requesting unit?
 - f. *Administrative Cost:* How will the utilization of the proposed space impact the administrative costs of the requesting unit?
 - g. *Revenue Impact:* Will there be an impact on operational costs due to this space allocation? Both increased costs and cost savings must be addressed in detail. Examples would include support cost reductions due to combining units, loss of rents, or increased costs to maintain additional functions.
 - h. *Remodeling Costs:* Summarize any special needs that may require modification or renovation of the facility. Describe the level of remodeling costs anticipated to make the space functional for the stated purpose. Precise remodeling cost estimates are not required for this proposal. Please

identify the *level* of anticipated cost using the following criteria:

Level 1: No remodeling required

Level 2: Facility requires facelift: paint, carpet, blackboard, etc.

Level 3: Facility needs furniture and special equipment, as well as items in 2 above

Level 4: Facility needs significant modifications to spaced: walls removed, heating and cooling, major electrical, etc., as well as items in 2 and 3 above

Will this be a departmental cost? If capital funds are involved you will need to fill out a request for these funds. The staff at Facilities and Planning will help to establish anticipated construction and repair costs based on the code required repairs to the facility as well as enhancements that you may want to request.

- i. *Non-Duplication of Space Use*: If the space request is granted what if any space will be vacated? Detail all space to be vacated and timeline for release of currently occupied space. In addition, discuss the direct impacts on faculty, staff and students by indicating whether all or a portion of assigned faculty and staff will be relocated to the new space and which programs or offices will be directly affected.
- III. **Proposed Solutions** Provide suggestions for where you think the requested space can be found.
 - IV. **Signature and Date** Provide signature and date of request approval from the Academic Department Dean or Administrative Unit Director as well as the contact person for this request. If the space is managed by a Building Advisory Board, their signature must also be on the request.