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**SUBJECT: FACILITIES RENOVATIONS AND SPACE ALLOCATION**

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- I. **PURPOSE:** To establish a process outlining how requests for facility modifications and space allocation will be approved.
  
- II. **POLICY:**
  - A. Requests for Renovations
    1. Campus remodels within the department's designated space will be requested through Facilities Management, will require verified funding from the requesting department, and will be subject to feasibility evaluation by Facilities Management.
  
    2. Remodels or modifications affecting common space will be subject to a feasibility evaluation by Facilities Management and approval by the President's Cabinet
  
  - B. Requests for Campus Space
    1. There are three categories of space on campus: Academic, Auxiliary and Support. The University President maintains discretion and authority over all categories of space and will generally allocate oversight of space, by category, to the appropriate member of the President's Cabinet.
  
    2. Once a campus location is assigned a category designation, it cannot be altered without the consideration and subsequent approval of the President.
  
    3. Space use modifications (not including physical modifications) that do not impact the space classification can be done with the approval of the designated administrator of the space; subject to review by Facilities Management for feasibility and code compliance.
  
    4. Categorical modifications must be considered and approved by the President, or the President's Cabinet designee.
  
    5. Facilities Management records all space, occupant, and use changes on campus; therefore, any modifications should be reported to Facilities Management.