

Space Request Procedures

The Chancellor has charged the Facilities Advisory Committee with developing a systematic process for considering all campus requests for new or additional academic and administrative space. The following set of guidelines and procedures shall govern that process.

General Guidelines

Requests for space will proceed through the following steps:

Step 1: Department, unit, or individual must complete the Space Request Form and fill out the Spaces Needs Assessment Worksheet in collaboration with school, college or department.

Step 2: After the Space Request and Assessment Form have been completed the Space Request Approvals/Form must be signed by the individual who is requesting the additional space and by the appropriated Dean, Assistant Vice Chancellor, or Director prior to submitting the request to the Facilities Advisory Committee. The completed and signed forms should be sent to Campus Facilities Management, 101 General Services Building (235-1354) to the attention of the Assistant Vice Chancellor of Facilities. Space Request Forms can be found on Campus Facility Management web page at <http://www.umkc.edu/adminfinance/cfm/spaceplanning.asp>.

Step 3: The completed Space Request and Assessment Form and the Space Request approval will be brought to the Facilities Advisory Committee by the chair with the Campus Facilities Management staff recommendations.

Step 4: The following criteria will be used in determining whether or not to recommend and approve the space request.

- **Optimal Utilization of Space:** An assessment as to whether existing space occupied by the department is being used efficiently will be measured using existing space inventory data and current UMKC space planning standards.
- **Leased Space:** If a department, school or college wants to lease space off-campus and is requesting that campus funds be used to pay for any or all of the lease, the following additional steps and criteria must be met and completed.
- **Justification:** Each department, school and college needs to clearly explain why their program cannot be accommodated within the existing occupied space

- **Mission-Fit:** The space is needed for a department, school, or college to grow in directions that are consistent with stated goals of the University and unit strategic planning.
- **Special Needs:** A change in circumstances exist which warrants special consideration.
- **Economic Feasibility:** The cost of the space is consistent with the benefit served and department funds are available or can be drawn from other sources without jeopardizing critical functions.

Step 5: The Chair of the Facilities Advisory Committee will discuss with the Chancellor, Provost and Vice Chancellors, in a timely fashion, the Committee's recommendation (along with a justification) on each request.

Step 6: The Chair of the Facilities Advisory Committee, after discussion with the Chancellor, Provost and Vice Chancellors, will notify the appropriate Dean or Vice Chancellor of the final decision.