



University of Western States Space Guidelines

Space is an important resource that enables UWS to deliver our mission and serve our students. Space is a university-wide resource and is allocated to best serve the needs of the entire university, thus space will be re-allocated as program and service needs change. Space allocation is also challenging given that spaces are relatively fixed and not easily modified.

Decisions regarding space allocation are based on the following principles:

- *Alignment between function and space.* For example, an employee who serves as a first point-of-contact needs a space that is easily accessible and visible.
- *Maximizing utilization.* Space should be used for the most amount of time possible. For example, an employee who works full-time at a single location or space shared by multiple employees who work part-time and/or at multiple locations.
- *Equitable amount of space.* According to National Association for College and University Business Officers (NACUBO), 50 sq. ft is standard for a full-time workstation; 100 sq. ft for employees with some meetings; 150-200+ sq. ft for employees with frequent meetings, or with multiple people reporting to them.
- *Co-location near frequently used services.* For example, it may be useful for IT staff to be located near the servers.
- *Co-location with colleagues.* When possible, department faculty and staff members are located closely to take advantage of shared services and resources (i.e. administrative support, supplies, etc.). This also fosters collaboration and productive working relationships.
- *Long-term planning and minimal disruption.* Relocation is costly in terms of staff time, lost productivity, and supplies and materials. Thus, efforts are made to ensure space is sufficient for long-term needs and relocations are minimized. **Our focus is moving people, not equipment.** Thus, it is important to assess the furniture needs before moving to minimize furniture relocation requests whenever possible.
- *Mechanical Assessment.* Vacant or otherwise desirable space may not be engineered or designed to accommodate an anticipated use. Heating and ventilation, lighting and access are all designed in a space for a specific use. Changes to these systems may be necessary to accommodate a new use. An assessment of systems support for a new use is a necessary part of the approval process, where budget, schedule and overall environmental impacts provide the necessary background for planning and college prioritization.

**University of Western States
Request for New or Additional Space**

Internal Use Only
Facilities Review:

I. CONTACT INFORMATION:	
Name:	Date:
II. DESCRIPTION OF DEPARTMENT:	
A. Is this request for additional space or a move to a different space? Additional <input type="checkbox"/> Move <input type="checkbox"/>	
B. Do you anticipate the number of people in your program and/or service increasing within the next two years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
C. If yes, indicate anticipated growth: Number of full-time faculty members _____ Number of part-time faculty members _____ Number of full-time staff members _____ Number of part-time staff members _____	
D. How much space do you currently have? (total assignable square feet)	
III. REQUEST FOR SPACE:	
A. Describe why new/additional space is needed, including how this new/additional space will help the institution achieve one or more university goals. Attach supporting documents as appropriate. Address the implications to your program/service if additional space is not approved.	
B. New space will be used for: Instruction <input type="checkbox"/> Student Services <input type="checkbox"/> Administration <input type="checkbox"/> Storage <input type="checkbox"/> Other <input type="checkbox"/> Other, please specify	
C. What attempts have been made to locate space within your current space allocation? Has underutilized space been assessed to solve this need? Yes <input type="checkbox"/> No <input type="checkbox"/> Have shared space possibilities been explored? Yes <input type="checkbox"/> No <input type="checkbox"/>	
D. Date Desired:	E: Date Needed:
F: Provide information on any time constraints that may affect the timing of allocation of the space.	
IV. BUDGET:	
Estimated departmental cost associated with this change: Moving cost (to be filled out by operations personnel):	

RECOMMENDATION SIGNATURES (The signatures below indicate agreement that the space request should be considered. Recommendation to proceed does not indicate a guarantee of space for the purpose outlined in this request.)		
Director/Dean/Supervisor:	Signature:	Date:
Vice President:	Signature:	Date:

Forward this completed form to:
Sara Mathov, VP for Innovation and Strategic Initiatives
smathov@uws.edu



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University of Western States Space Checklist

The Space Checklist is a tool to assist all parties involved in the moving process. This checklist outlines important steps and various pre and post items to keep in mind. Please be sure to include this with your Space Request Form.

- Are you requesting any additional work to be done in the space before moving in? (paint, minor construction, carpet cleaning, etc.?)* If so, describe below:

- How many computer connections will be moved to the new space? _____
- How many printers will be moved to the new space? _____
- Are you purchasing additional computers or other equipment for the new space?* If so, please describe below. (note: the university has specific equipment and computer standards, contact IT for more information): _____
- Do you require new key access for the space

*The budget number indicated on your Space Request Form will be charged for these expenses. Attach any and all purchase requisitions related to this move to this form.

Facilities Review - Completed Space Request Forms are brought to a facility review meeting which includes operations and IT representatives. This team will review requests on and as-needed basis and reach out if additional information is required. Once approved, it will be forwarded to the department and VP.

Approved Space Request Form- All approved Space Request Forms need to be presented to cabinet. VP overseeing the department making the request will present to the cabinet members.

- Once Space Request Form is approved, submit an **inventory list** of all furniture items that need to be moved. Be sure assess the necessities including ADA requirements.
- Facilities can provide you boxes for your move. Please send them a request through a facilities ticket.
- Submit a Service Hub ticket to IT including the dates and times of the move to ensure proper computer, equipment and phone set up.
- Notify communications if campus maps, signs and/or website information needs to change.