

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-61</b>
<b>Subject:</b>	<b>Permanent or Temporary Space Allocation</b>	<b>Effective Date:</b>	<b>November 2018</b>
		<b>Revised Date:</b>	<b>October 2021</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Any changes of use of space needs are to be sent to the University Architect for review and comment prior to approval. All requests involving allocation of academic space must be approved by the Provost and Executive Vice President for Academic Affairs. All requests involving allocation of non-academic space must be approved by the Executive Vice President for Finance and Administration. All requests involving allocation of clinical space must be approved by the Chief Executive Officer (CEO) of the University of Toledo Medical Center. All requests involving the allocation of mixed-use space involving academic and clinical end uses must be approved by the Executive Vice President for Clinical Affairs. Instances in which a request for space allocation involves a combination of academic, non-academic and/or clinical space may result in the Provost and EVP for Academic Affairs, the EVP for Clinical Affairs and Dean, the CEO of UTMC, and the EVP for F&A conferring to provide approvals. A change in the allocation of space within an operation/department will not require additional approvals, however that change should be noted on the Space/Project Request Form and submitted to the University Architect for recording.

**Purpose**

- To promote the efficient use of space.
- To foster a coordinated approach to addressing space needs on all campuses.
- To improve customer service for those making requests.
- To ensure transparency and accountability in the space allocation process.
- To ensure that all requests for space, requests for change in occupancy, and requests for change in room use are authorized by the responsible parties.
- To ensure that the university's facilities information (building floor plans and space inventory) is current, for internal space management purposes and for accurate reporting to external agencies (Ohio Board of Regents, Ohio Department of Higher Education, Medicare, National Science Foundation, etc.)

**Procedure**

The space change form found on the facilities and construction website at: <http://www.utoledo.edu/facilities/spaceplanning/pdf/Space%20Planning%20Form.pdf> is the vehicle for making space requests. This form is to be completed anytime there is a request for a change in departmental assignment of a room, a request for different or additional space when a specific space has not been identified, or when there is a modification requested to support the change in the primary use of the room.

(1) Submittal Process:

The form is designed to be signed digitally. The form can also be filled in electronically and then printed for required signatures and distribution. Any relevant supporting material should be attached.

Contact Information:

This area should contain the information for the person who is responsible for coordinating the request and is most knowledgeable of the specifics of the intent, needs, and details, as this person will be the point of contact for the Space Planning office.

The “Purpose of the Request” is a pull-down menu, which can be expanded upon if the intent is other.

Space Location:

This area should contain all of the information required to support the request in terms of projected use, building and room(s), departmental assignment, justification for the requested changes, and anticipated renovations for the space along with the anticipated funding level and source for the changes.

The “Space Usage” is a pull-down menu, and the chosen use should be the projected use.

Preliminary Approval:

Obtain authorizing signatures at department level (director or department chair) and division/college level (vice president or dean).

Submit form to Office of Space Planning (MS #216).

(2) Review process:

For all requests the Office of Space Planning will log the request and guide it through the review process. This may involve:

- Reviewing request with Dean/Vice Provost/AVP to determine relative priority of the request or potential funding resources.
- Reviewing request with Provost and Executive Vice President for Academic Affairs, Executive Vice President for Finance and Administration, and Chief Executive Officer of the University of Toledo Medical Center, to determine relative priority of request.
- Analyzing the requests and proposing option(s), based on information provided by requester on the form and with follow-up investigation by Office of Space Planning with requester.
- Reviewing option(s) with Provost and Executive Vice President for Academic Affairs, Executive Vice President for Finance and Administration, and Chief Executive Officer of the University of Toledo Medical Center (as appropriate), as well as with the requester.

(3) Approvals:

The Office of Space Planning will coordinate obtaining the required approvals.

- Provost and Executive Vice President for Academic Affairs – approval required for all requests involving academic space.
- Executive Vice President for Finance and Administration – approval required for all requests involving non-academic space.

- Chief Executive Officer of the University of Toledo Medical Center– approval required for all requests involving space at the UT Medical Center.

Note: Instances in which a space request involves a combination of academic, non-academic and/or clinical space may result in two or more of the executives (as appropriate) conferring to provide approvals.

(4) Notification:

The Office of Space Planning will notify involved parties after the request receives final approval(s). The parties to be notified include:

- Requester
- Director/department chair and VP/AVP/Dean who authorized the request
- Current occupant (if different from requester)
- UT Police (for safety, security and keys)
- Information Technology (for data and telecommunications)
- Facilities and Construction (for maintenance and key control)
- Research Administration (if research space is involved)

If a request is not approved, at any step in the process, the Office of Space Planning will notify the requester of this action, with a brief description of why the request was not approved.

(5) Related issues:

If physical alterations are required, initiate a Capital Project Request form (found on the Facilities and Construction website) after the Space/Project Request is approved.

The Capital Project Request form must be approved in its entirety before work can begin.