

Space Assignment Procedure

revised 3-21-2011

Space policies and procedures are administered by the Space Utilization Manager, part of the Planning Division of WMU Facilities Management.

<http://www.cf.wmich.edu/space/>

1. Space Request Form

http://www.cf.wmich.edu/docs/SpaceRequestForm_7-21-09.pdf .

A Space Request Form will be filled out by an individual on campus requesting space. The form will be signed by the appropriate department head/advisor, and by the appropriate dean, director, or vice president. After signing, the form will be faxed or e-mailed to the Space Utilization Manager for evaluation.

2. Evaluation

The Planning Division will accept all space request forms and will work with the requesting group to program their space needs. The program will include an evaluation of both current space and future needs of the requesting group. The space request will also be evaluated based on how it fits with the Campus Master Plan.

3. Space Allocation Committee Approval

The space request will be presented to the Space Allocation Committee for approval, denial or tabling for more information. A funding source will be determined at this time, if needed to complete the request.

4. Project Request Estimating

After approval by the Space Allocation Committee, the requesting group will be notified. It will be the requestor's responsibility to fill out the on-line Project Request Form. After receiving the Project Request Form, the Projects/Construction Division of Facilities Management will complete the programming and provide an estimate of cost for relocation and/or remodeling. The Project Request Form is found online at: <http://www.fm.wmich.edu/projects/request>.