

## QUEENS COLLEGE SPACE ALLOCATION PROCESS

### OVERVIEW

A defined procedure for space allocation requests will organize and streamline the processing of requests to be decided on by the QC Space Committee (QCSC). Department Chairs or Directors can request new space allocation on behalf of their reporting units by using the space request form ([www.qc.cuny.edu/fa/spacerequest/](http://www.qc.cuny.edu/fa/spacerequest/)). All requests are reviewed by the Facilities Planning and Operations (FPO) department upon receipt of a written request. The FPO staff may meet with the requesting individual(s) to fully define and document their needs as required. FPO will evaluate space requests and make recommendations to the QCSC. The final decision for space will be granted by the President.

Requests for space are categorized as requests for relocations, additional space, or requests for specific space reallocation. The need for further analysis or external discussion, involvement of Facilities Construction Project Managers and development of specific options to satisfy the request, identification of funding sources, etc., will be assessed and documented by FPO.

1. New Space Requests:
  - a. A request for relocation or additional space. A unit will only be considered for additional space if they demonstrate a need for the space. Space requests will be met based on space availability, timing, and how the request fits within the context of the college's strategic plan.
2. Limited Scope Requests:
  - a. A request for temporary or non-academic scheduled use of space. Requests should be of limited cost and scope, well justified, budget neutral or independently funded, and congruent with strategic objectives.

### PROCESS

1. Requestor completes the form and obtains applicable AVP and Cabinet Member signatures and submits Space Request Form to the Facilities Planning Office
2. FPO meets with requestor and assesses needs, available funding, and the funding source
3. FPO will submit the completed assessment and form with estimated budget to the Space Committee Chair (not less than two days prior to the Space Committee Meeting) for inclusion on the next meeting agenda
4. Presentation to the committee by original requestor (if needed)

5. Space Committee Chair will sign and submit Committee recommendation to the President for final disposition
6. Space Committee Chair will advise the Space Committee and the requestor of the President's disposition
7. FPO will follow up with the project manager to complete the project.