

OFFICE OF COMPLIANCE SERVICES

many individuals and groups. The space that exists today must be managed carefully to effectively support the mission of the University and planning for the necessary levels of future capital project development. The purpose of space management is to maximize the value of existing space for the University's programs while minimizing the need for new space. The primary objectives of space management are to:

- x Set the parameters for objective evaluation of space utilization
- x Provide flexibility to respond to growth or shifts in enrollment

Space management for the institution and requests for assignment of space shall be in accordance with this University Operating Procedure,

External Party:

Any nonUVM entity, including affiliated organizations who may request use of

academic, laboratory, or research programs of the University and the facility, land or equipment is not needed by the University faculty, students,

The Campus Space Management Council will notify the requestor and the Dean, Director or Vice President of the unit of the Provost's and VPFA's final decision.

Space Renovation, Construction, or Feasibility Study

Departments must complete [Renovation/Construction Project Request Form](#) and submit to the Director of Planning, Design and Construction to request the following:

- x A feasibility study at the unit or program level to determine the extent of the space need or potential opportunities to provide appropriate and sufficient space, including conceptual design options
- x Renovation and/or expansion of existing facilities
- x Physical relocation to other facilities
- x Construction of new facilities

Deans, Directors, and Vice Presidents are responsible for reviewing and prioritizing project requests within their unit and, in turn, submitting Project Request Forms to Planning, Design and Construction (PDC). PDC will coordinate review of the request and provide recommendations to the Provost and Vice President of Finance and Administration, as appropriate, for a final decision. Project Request Forms submitted with no funding source will need the approval of the VP prior to any work.

If approved, the work will be managed by PDC or Physical Plant, as appropriate. All renovation and construction projects that will affect and use are subject to Part 4.1 () TJ-0U 08 0. Tw 246 0 d (,) Tjc 083 ei, yRD .5 T

Contacts

Questions concerning the daily operational

About This Procedure

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	Vice President for Finance and Administration
Affiliated Policy Number(s):		Effective Date:	December 2, 2022
Revision History:	<ul style="list-style-type: none"> x Approved by the Vice President for University Relations and Administration July 18, 2016 x Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Finance and Administration October 1, 2019 x Title of UOP changed from Space Management to Space Management and Space Res December 2, 2022 		

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#)