

Necessary Information for Space Request and Outline of Evaluation Process

UPDATED March 27, 2023

Schedule:

- Bi Monthly submittal to Committee for Space Management (CSM)
 - forms available via website and submitted electronically to CSM via RESSP@wm.edu
- --- requests submitted to the Provost for decisions
- Ad hoc (emergency) needs will be addressed as required

Request (Minimum) Information:

- Space Request pdf> Must Fill out the information Below on form
 - dept
 - user
 - space function
 - space use
 - necessary room features/technologies
 - shared support/infrastructure
 - approximate size in GSF
 - begin date
 - duration
 - possible space modifications
 - fund source for program/grant
 - cost estimate for renovation/retrofit/conversion
- --- justification (including consequence if not provided) --- aligns to strategic goals of University
 - technical, renovation and/or retrofit requirements --- funding available
 - relevant factors from Assessment Guidelines
 - Chair's and Cabinet level's Approval.
 - **Will not be considered if Not signed.**

Evaluation Process

- Strategic Space Planner receives requests and scrutinizes to ensure requests track with --- review against Planning Principles;
 - review against Assessment Guidelines;
 - review use and allocation of space in immediate vicinity of requested space;
- --- review within context of any other requests within same facility or program;
- --- review for condition, renovation and technical issues.
 - review against strategic goals of University and Master Plan
- If request falls below threshold of Executive Committee for Space Management (ECSM) scope, the request is directed to the Committee for Space Management (CSM) for consideration .
- If request originates from Academic and Research Planning Committee (ARPC) it is reviewed by CSM and forwarded to ECSM if needed.