



USG Space Request Procedure

USG Procedure | Approved September 2021

I. Purpose and Applicability

This procedure outlines the steps to request new space, reclassify space, or request renovations to existing space on the USG campus. This applies to all USG divisions as well as new and existing programs through USG's nine Institutional Partners.

II. Definitions

- A. *Space Management Committee*: comprised of members representing the USG 2.0 Strategic Plan flywheel that advises on broader space planning issues, communicates information regarding space planning to the USG community, and evaluates requests submitted via the Space Request Form.
- B. *Facilities Planning Workgroup*: comprised of Office of Space Management, Facilities Management, the Office of Information Technology, and others as needed.
- C. *Reclassification*: converting a space from one specified use to another. I.e.: converting an office to a storage closet.
- D. *Minor Renovation*: small miscellaneous projects that can be managed in-house by Facilities Management. May include furniture reconfigurations, interior finish upgrades, or installation of equipment.
- E. *Major Renovation*: requires cost estimating, design by architects and/or engineers, construction contractors, and building outages. Typically projects in excess of \$100,000.

III. Criteria for Decision Making

- A. USG will adhere to the guiding principles on space use as outlined in the [Space Use Policy 1 \(1.00\)](#).
- B. USG will first make every effort to meet space needs within existing allocated space to promote fiscal responsibility and sustainability. Department and enrollment impact, opportunities for collaboration, cost and relationship to USG's strategic planning imperatives will play an important role in the space allocation process.
- C. Divisions and Academic Programs that promote interdisciplinary or interdepartmental projects should be prioritized when making space requests to promote collaboration and foster new pedagogies.

- D. Space requests will not be considered on historical grounds such as prior practices, informal discussions or past use.
- E. The Office of Space Management is charged with maintaining an accurate and complete inventory on the assignment and utilization of interior spaces with sufficient data to confirm compliance with space guidelines, including achievement of utilization targets.

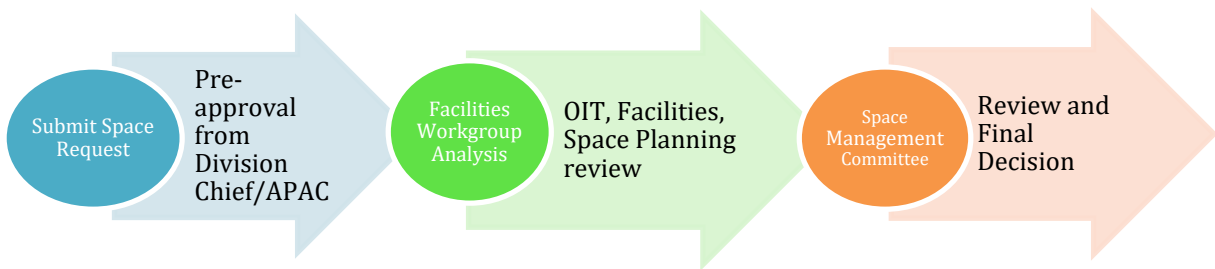
IV. Space Request Procedure for Offices and Related Workspaces

- A. To request a workspace when an individual is hired or employment at the Shady Grove Campus ends:
 - 1. The USG Office of Human Resources will submit the [Workspace Assignment and Resource Access](#) form for USG Staff and USG Student Staff.
 - 2. For faculty, partner administrative staff, and partner student staff, the employee's immediate supervisor will submit the form. If the immediate supervisor does not have USG login credentials, then a coordinator or administrative assistant may submit the form. Alternatively, the required information may be submitted to usg-spacemgt@umd.edu
 - a) Academic programs planning for substantial growth in faculty and staff should schedule a consultation with the Office of Space Management
- B. To relocate a workspace for an existing employee, the supervisor must submit the [Workspace Assignment and Resource Access](#) form available on the USG website.
- C. The Office of Space Management will evaluate the requested location. If approved, the request will be forwarded for implementation. Additional information on the proposed location may be requested.
 - 1. All requests for office space will be subject to section VII. Office Use and Allocation of the [Space Use Policy 4 \(1.00\)](#).

V. Space Request Procedure for Existing Academic Programs and USG Divisions

- A. Requests for space must be submitted via the online [Space Request Form](#).
 - 1. Requests from USG staff must include pre-approval from the Division Chief in order to assure it has been appropriately vetted as a priority for the division.
 - 2. Requests from Institutional Partners must include approval from the Academic Program Advisory Committee (APAC) representative.
- B. Submitted requests are received by the Office of Space Management which will then forward the request to the Facilities Planning Workgroup for preliminary review and evaluation.

1. A consultation meeting may be required to gather additional information or answer questions.
- C. The completed evaluation and the request are then forwarded to the Space Management Committee that will review the proposal and make a decision. Projects that impact campus operations or have significant financial implications may be sent to the Executive Council for further review. Once a decision has been made, the requestor will receive written confirmation.
1. The requesting Division or Institutional Partner is responsible for all costs associated with new space assignments (renovation/improvement work, non-standard furniture, signage, move/other expenses).



- D. Occasionally, a Request for Proposals may be issued for a vacated space with high-visibility and user-demand. The Office of Space Management, in consultation with the Space Management Committee, will define goals and objectives for the space that align with USG strategic imperatives and all Institutional Partners and USG Divisions will be invited to apply.
1. Once all RFPs are submitted, a decision will be made in accordance with the Space Request Procedure outlined above.

VI. Space Request Procedure for New Academic Programs

- A. New academic programs coming to the USG campus will define space needs during the Program Review Process, administered by the Office of the Executive Director.
1. Throughout the Program Review Process an assigned USG staff person will liaise with the program lead to track changes to equipment, space, or office needs
- B. After a program receives approval from the Maryland Higher Education Commission and during the implementation phase:
1. Office requests for program staff and faculty must be submitted using the [Workspace Assignment and Resource Access](#) form.
 2. Classroom and Laboratory scheduling requests must be submitted to the Office of Space Management in accordance with the Data Collection Schedule provided yearly by the Office of the Executive Director.

- C. During the first semester in which students are enrolled, the new academic program will be redefined as an existing academic program and all future space requests will go through the Space Request Procedure for Existing Academic Programs as outlined above in Section V.
 - 1. USG Facilities Planning and Space Management will meet with all programs biennially to review space needs and strategically plan for future growth.

VII. Related Documents

- A. [Space Request Form](#)
- B. Space Management Committee
- C. [Space Use Policy, 4 \(1.00\)](#)
- D. [Workspace Assignment and Resource Access Form](#)