

University of Hawaii at Hilo

Request for Additional Space and Change the Function of Existing Space

Name: _____ Date: _____ Phone: _____

Position Title: _____ Department: _____

Nature of requested: (office, type of lab, ... , or change of existing function, etc.)

How is the need currently being met?

Duration of this space needs - From: _____ To: _____

Approval by program manager:

Name: _____ Signature: _____ Date: _____

Please forward this request to Auxiliary Service for evaluation.

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Comments by Auxiliary Services and Facilities Planning:

Decision by Vice Chancellors:

To be reviewed by SAWG: _____ Approved _____ Not Approved _____

Othe Comments: _____

VC Administrative Affairs _____
Signature: _____ Date: _____

VC Academic Affairs _____
Signature: _____ Date: _____

GUIDELINES FOR SPACE MANAGEMENT AND SPACE ALLOCATION WORKING GROUP (SAWG)

1.0 Purpose

To establish and maintain a comprehensive space management program for the University of Hawaii at Hilo.

2.0 Policy

To maximize effective space planning and utilization, the SAWG shall inventory all University space, review current assignments and requests for space change, and develop policy and procedures related to space assignment and utilization. SAWG shall forward recommendations to the VC of Academic Affairs and VC of Administrative Affairs who shall jointly make the final decision as delegated by the Chancellor.

As a dynamic institution, space needs are constantly changing, thus no individual and/or program has permanent claim to space allocated. All vacated and underutilized space reverts back to administrative leadership for reallocation.

3.0 Definitions

3.1 University space - All physical areas of the University including rental and off campus space used for instructional, instructionally-related, and non-instructional purposes.

3.2 Space Utilization - Usage of current space and facilities.

3.3 Space Allocation Working Group membership may be amended as appropriate shall be comprised as follows:

3.3.1 Vice Chancellor of Academic Affairs

3.3.2 Vice Chancellor of Administrative Affairs

3.3.3 Vice Chancellor for Student Affairs

3.3.4 Dean of College of Arts & Sciences

3.3.5 Dean of College of Agriculture, Forestry, Natural Resource Management

3.3.6 Dean of College of Continuing Education and Community Service

3.3.7 Director of College of Hawaiian Language

3.3.8 Director of University Relations

3.3.9 Director of Technology & Distance Learning

- 3.3.10 Director of Library
- 3.3.11 Division Chair of Humanities
- 3.3.12 Division Chair of Natural Sciences
- 3.3.13 Division Chair of Social Sciences
- 3.3.14 Director of School of Business
- 3.3.15 UHH Congress Chair
- 3.3.15 Director of Facilities Planning (advisor)
- 3.3.16 Director of Auxiliary Services (advisor)

4.0 Responsibilities

4.1 The SAWG will:

- 4.1.1 Conduct a periodic space utilization review
- 4.1.2 Consider requests for additional space or a change in function of existing space
- 4.1.3 Adjudicate actual or potential conflicting uses of space
- 4.1.4 Establish a computerized space inventory

4.2 The offices of Facilities Planning and Auxiliary Services will provide staff support for the SAWG.

5.0 Procedures

5.1 Meetings -The SAWG will meet as necessary to review requests and recommend action to the VC of Academic Affairs and VC of Administrative Affairs

5.2 Space Change Requests - The SAWG will act on requests from unit administrators or may itself initiate recommendations.

5.2.1 The requesting unit will prepare the Space Change Request form (appendix 6.1) and route the form to their responsible unit administrators as listed in 3.3.

5.2.2 If a request requires building renovation, the requesting department will request an estimate from the office of Facilities Planning.

5.2.3 When all required signatures have been obtained, the requesting unit will forward the completed form to the Office of Facilities Planning for inclusion on the SAWG agenda.

5.3 The SAWG will analyze requests and the VC's of Academic and Administrative Affairs will notify the requester of the decision. Appeals may be made directly to the VC's of Academic and Administrative Affairs.

6.0 Appendices

6.1 Request for Additional Space and Change the Function or Existing Space

Endorsed by the Space Allocation Working Group on April 14, 2003

Endorsed by the Chancellor's Executive Council on May 27, 2003

Endorsed by the UHH Congress on May 9, 2003

Approved by the Chancellor on May 27, 2003