College of Engineering Annual Space Process

Adopted October, 2011

Fall Semester
Space allocation details are sent to each space authority (typically PI, Department Head, or Director). The space allocation details include space assignment expiration dates. Responses are requested if the allocations do not look correct to the recipient. Department Heads receive a list of all department-wide assignments prior to the sending of the notices and note any necessary changes.

Spring Semester

March 1 – Space Requests Due
Space requests are due to the Department Head by March 1st each year. Departmentally approved requests are aggregated and passed along for the Dean's review by March 15th.

June 1 – Notifications of Space Changes
Space updates are sent to each space authority around June 1st, much like the fall space update. However, this update describes spaces that will a) not be reassigned (lost) or b) newly assigned (gained) to each space authority.

The college Facilities Coordinator will contact each applicable space authority with proposed space reassignment schedules in June. In most cases, reassigned spaces should be vacated by July 31st of each year and available to the next occupant.

Out of Cycle Request Process:
If additional space is required outside of the standard cycle, requests are sent to the Department Head. If a Department Head is unable to accommodate a space request using departmental space, the Department Head may forward the request to either Mark Ritschard or Jim Jensen to be presented to the Dean on a monthly basis.

Online Space Database:
The college space database is located at *www.engr.colostate.edu/facilities/space* and is accessible to all college personnel. Please report any discrepancies to Jim.Jensen@colostate.edu.

College of Engineering Space Allocation Policy:

- All space allocated to the college by the university will be managed and allocated at the college level. The Dean has the ultimate responsibility for space allocation, and the Executive Committee will review space allocations as needed.
- Space will be allocated to a "user", be it a department, a program, or an individual.
- The user to whom the space was allocated will not further allocate the space to or for the responsibility of another user outside of the allocated user's chain of authority.
- The college will allocate space to a user for a predetermined amount of time, based on the known needs of the space and the long-term needs of the program. The space will automatically revert back to the college at the end of the determined time, unless the space is re-allocated to the user within 2 months prior to the end of the allocation time.
- The allocation time period will be included in the college space database.
- Management, upkeep, and improvements to the space will be the responsibility of the user, in cooperation with the college when renovations are required.
- The college will work with other colleges to manage and allocate space in non-engineering buildings.

Policy adopted by the Engineering Executive Committee on October 5, 2011