

Space Allocation and Renovation Policy – Operating Procedures

WORKFLOW TABLE: REQUEST FOR NEW/ADDITIONAL SPACE	
RESPONSIBILITY	ACTION
Requestor	Obtains signed approval for space request from dean/Senior Vice President (SVP)/Executive Vice President (EVP) of their unit. Completes the Space and Renovation Request Form with signature of approval and submits to University Facilities Planning and Design (UFPD). Requestors must submit the signed form by the first of the month in order to have a request reviewed by the Space Allocation Committee that same month.
UFPD	Performs initial analysis of space request. Analyzes requests for University-owned space for compatibility with University master planning principles, adjacencies, and physical constraints. Assigns a preliminary order-of-magnitude project cost, based on square-foot-costs for similar past projects, for the sole purpose of informing Space Allocation Committee (SAC) recommendations and Capital Asset Allocation Committee (CAAC) decision-making about whether to authorize procurement of request-related professional design services. Distributes Drexel University Space and Renovation Request Forms and analyses (the Space Request Summary) to the SAC for review.
SAC	Reviews and vets all signed Space Requests, including confirming the availability of appropriate funding sources. Submits requests to CAAC with recommendations.
CAAC	Receives all Space Request Summaries from SAC and votes on approval and/or action; a simple majority of CAAC members present is needed to approve a request.
Requestor	If a unit disagrees with the CAAC’s decision regarding its space or renovation request, the dean, SVP or EVP of the unit may submit an appeal to the RCM Executive Committee (consisting of the Executive Vice President, Treasurer & COO, the Provost and the President) within 10 business days. The RCM Executive Committee will review the appeal and make a final decision within 10 business days of receipt of the appeal.