

## Space Allocation and Renovation Policy – Operating Procedures

<b>WORKFLOW TABLE: PROJECT-LEVEL RENOVATIONS</b>	
<b>RESPONSIBILITY</b>	<b>ACTION</b>
Requestor	Obtains signed approval for request from dean/SVP/EVP of their unit. Completes the <a href="#">Space and Renovation Request Form</a> with signature of approval and submits to University Facilities Planning and Design (UFPD). Requestors must submit the signed form <b>by the first of the month</b> in order to have a request reviewed by the Space Allocation Committee that month.
UFPD	Analyzes requests for compatibility with University master planning principles and physical constraints. Where feasible, 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 Form and analysis to the SAC for review.
SAC	Reviews Space Request Summaries and vets all Requests, including confirming the availability of appropriate funding sources. Submits requests to CAAC with recommendations.
CAAC	Receives all requests (including Space Request Summaries) from SAC review and votes on approval and/or action; a simple majority of CAAC members present is needed to approve a request.
UFPD	Once a proposed renovation is approved and funded, it becomes a project. UFPD manages projects requiring professional design services in alignment with University policies. (Single trade renovation projects not requiring Planning and Design services may be managed by other Facilities departments.) Only Planning and Design may procure architects or other design professionals for University-owned facilities.
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.