

Guidelines for Allocation of Space

Existing space must be utilized as effectively as possible in order to support desired growth. Any endeavors that require additional space should be addressed first within a unit's current allocation, then within the unit's lead college or division. This form should be used when space in addition to current college or division holdings is required. This request will be reviewed by the Director of Capital Planning & Space Management, and then directed to the Space Use Advisory Committee (Space Committee) for final review and comment if warranted.

Directions for Completing Form: Respond to the requested information by inserting supporting text after each inquiry. Responses for each inquiry may use additional space as needed.

Directions for Request Processing: Requestor completes the space request form and submits to Department Chair or Director. Department Chair or Director reviews the space request and submits to Dean/Associate Dean or Vice President or Vice Provost. Dean/Associate Dean/Vice President/Vice Provost approves and signs the space request and submits a hard copy to Director of Capital Planning & Space Management.

Part I: Requestor/Department Contact Information

[Person who should serve as primary contact for Space Planner]

Part II: Request is for:

- Additional space to support new or expanded activity
- Relocate to a new location

Indicate if:

- On-campus space already controlled & funded by Georgia Institute of Technology
- Off-campus space that must be leased
- An exchange of existing space with another college or division

Part III: Purpose of Request

Briefly describe the need for space and the reason your unit is requesting space.

Part IV: Space Request Information

- A. Describe the intended use of space for each room requested. Attach a spreadsheet or other supporting materials as needed.
 - i. Room Use Description (e.g. reception, faculty or staff office, workroom, conference room, storage, teaching lab, research lab, research or teaching support space, departmental classroom, etc.).
 - ii. Number of Occupants.
 - iii. Type of Occupants (e.g. faculty, staff, T/A, R/A, or other non-Georgia Tech constituents, etc.; include occupant titles and whether new hire(s) or existing employee(s), etc.).
 - iv. Account Code to be used for any potential associated costs.
- B. If specific rooms are requested: 1) Provide the official GT facility code, name and room number for each room and 2) Identify whether the requested area will require renovation.
- C. List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).
- D. What space will be vacated if a new allocation is made?

Part V: Space Needs Assessment

- A. If space is to be used for a grant or award-funded program and/or costs are to be paid by the grant/award, please specify Grant/Award Agency, Type of grant, Name/Dept of PI, Amount of grant, Duration, Status

If a donor will fund (all or in part) the space request, please describe circumstances:

- B. In what way is your current space inadequate for the identified need?
- C. Identify what date(s) the requested space is needed. If the requested space is needed on a temporary basis, identify when the space will be vacated. Identify any other timing needs (e.g., need to move during semester break, in coordination with another activity, etc.).
- D. How does your request fit with the role and mission of the unit, college/division, and University?
- E. What are the benefits (programmatic, financial, etc.) that will occur as a result of having this request granted?
- F. What will be the negative impact of not being assigned this request?
- G. How will you pay for moving and/or renovation costs of the requested space? [Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available]
- H. Have temporary arrangements been made to use any of your existing space for the requested purpose? If so, please explain.
- I. Provide assurance that all avenues to solve this space requirement within existing space have been explored. List specific solutions explored and reason(s) for insufficiency. For example, has the college/division considered maximizing under-utilized space to solve this need? Has the college/division re-evaluated the space assigned to lower priority initiatives? What possibilities for shared space have been explored?

Part VI: Supporting Documentation

Attach floor plans, a functional spreadsheet, organizational chart, and/or other documentation to support this request

Part VII: Approval of Request

By signing, the Dean/Associate Dean/Vice President/Vice Provost asserts that the need requested here cannot be met within existing space controlled by the College/Division.

Send completed form and all attachments to:

Howard Wertheimer, Director, CPSM
werth@gatech.edu

Dan Nemeck, Assistant Director, CPSM
dnemec@spaceplan.gatech.edu