



## PROCEDURE

### Space Allocations and Renovations

Procedure Administrator: Vice President for Facilities and Operations

Authority: N.J.S.A. 18A-64-8

Effective Date: July 1, 1976; April 20, 2010; September 9, 2021

Index Cross-References: Policy I-92: Space Management Advisory Committee

Procedure File Number: 6075

Approved By: Dr. Harvey Kesselman, President

#### I. PURPOSE:

To provide for an equitable system of space allocation in support of University needs and priorities.

#### II. PROCEDURE:

All requests for changes in space allocations will be submitted in writing to the Space Management Advisory Committee through each Divisional Executive. The Space Management Advisory Committee will review and make recommendations regarding requests that involve significant alterations, major re-assignments or functional changes in space owned or controlled by the University.

The Space Management Advisory Committee will meet at least three times per year and will have representation from administrators, faculty, staff and students.

Each specific request for a change in space allocation or utilization must contain a justification statement and, where renovations are involved, a description of the proposed renovations. The associated funding source must also accompany the request.

All space requests will be reviewed by the Space Management Advisory Committee and their recommendations will be reviewed by the President or designee for final approval. Following approval by the President or designee, the Division of Facilities and Operations will notify Divisional Executives as to the status of their respective requests for space changes. Furthermore, implementation of all approved changes, whether involving reallocation of space or renovations, will be directed and monitored by the Division of Facilities and Operations.

Review History:

	Date
Procedure Administrator	08/24/2021
Divisional Executive	08/24/2021
General Counsel	08/24/2021
Cabinet	09/09/2021
President	09/09/2021