

Facilities Management & Planning

September 13, 2006

PLANNING FOR SPACE CHANGES

For planning purposes, Units need to have some notion of how long it could take before they can occupy and work out of the space they request. So, how long does it take to bring a request for space from the idea to reality? The short answer is from 3 to 24 months from the date that the processing of the Space Request begins. Processing of typical Space Requests is done in batches that start on December 1 and April 1 of each year. Emergencies are processed when they are received.

Requests to change the use of space that don't involve any construction take the shortest time and those involving obtaining construction building permits take the longest time. Those requests that don't require any construction can be decided at the end of the Space assignment process (step 2). Requests that involve minor construction will likely have to traverse all of the steps in an abbreviated style and requests that require a building permit will take the most time. Each construction project requires a different amount of time to construct because each project differs from the others. The approximate time range for each step is listed in bold type after the step. In general, for requests that call for construction, Units should think in terms of 12 to 24 months from the date the processing begins until they can operate from the requested space.

Sequence of steps:

1. The idea –
 - How much and what kind of space is needed to support the idea.
 - Approval of the idea by the appropriate VP/AVP
 - Submittal of a Space Request form to Facilities.
2. Space assignment process – 3 or 4 months
 - Preliminary review by ET
 - Investigation/funding/scheduling
 - Recommendation by planner
 - Review by ISSLT/College Operations
 - Final approval from ET
3. Architectural planning – 4 to 6 months
 - Design, engineering, construction documents and cost estimating
 - Project scheduling
4. Preconstruction – 2 to 3 months
 - Bidding, building permit, contracts and mobilization
 - Vacate all spaces slated for remodeling
5. Construction – 3 to 9 months
6. Post construction – 1 month
 - Install and connect equipment
 - Place furniture
 - Move occupants into space
7. Occupancy