

## **PROCESS TO PROSECUTE REQUESTS TO ASSIGN, REMODEL OR ADD SPACE**

### **General:**

The college planner is the contact point for information about this process. He may be contacted at ext. 5747 or email to [mentionr@lanecc.edu](mailto:mentionr@lanecc.edu). The planner is responsible to investigate space requests and make recommendations after consulting with the following groups: the sponsor making the request for space, the Instructional and Student Services Leadership Team, the Facilities Management & Planning Department, the office of College Operations and the Space Implementation Advisory Team. The planner may also consult with others depending on the nature of the request. The recommendations of the planner and the final decisions of the Executive Team will be posted on the Status of Request page.

Requests must come from units or the college administration. Requests from individuals will not be considered. To be considered, a formal written request must be properly filled out and submitted to the college planner.

All requests from units must be thoroughly discussed within the unit and must have the approval and signature of the unit manager and the appropriate VP or AVP before being submitted.

Requests will be processed in batches. Each batch will include all requests submitted by the batch deadline. There are two batch deadlines each year - December 1 and April 1. A guide to how long it could take between the submission and fulfillment of a request is outlined on the Change Planning page.

Requests for space assignment and/or remodeling will be placed into one of three categories. The first two categories have to do solely with planning considerations while the last category joins planning with funding for design/construction. The three categories are:

1. Requests to relocate staff or functions within space currently occupied by the unit where the relocation requires no or minor remodeling\*.
2. Requests for additional space beyond the space currently occupied by the unit that requires no or minor remodeling\*.
3. Requests for new space (additions to the campus inventory) or to change a space through a significant remodel

\*\* whether the space is currently assigned to the unit or not.

\*Minor remodeling means changes i.e. adding/deleting/moving shelves, painting, etc.

\*\* Significant remodeling means a remodel that requires a building permit or architectural plans and/or subcontracted work.

### **Process outline**

#### 1. Initiation of request

- College planner will review each request for completeness, give each request an ID number, verify the request category, prepare a summary of each request and post it on the website. This will be done reasonably soon after the requests are received.
- Planner will submit summaries to ET after the deadlines have passed.

## 2. Initial review by ET

- VP's or AVP's will present to ET the requests originating from Units within their area of responsibility. ET will discuss and provide advise about how or whether to proceed to planner
- Results of ET review will be posted.

## 3. Process for requests in categories 1 & 2

- Planner will prepare a written report stating the results of a preliminary investigation and test of how the request complies with the Space Assignment Guidelines. The investigation would validate the scope, feasibility, other options and consequences of executing request.
- Planner makes a recommendation.
- Planner will prioritize requests using criteria established by the Facilities Council.
- Planner will present recommendations to Space Implementation Advisory Team for review and comment. Requestors will be invited to this meeting.
- Finalized recommendations will be submitted to the approving VP/AVP for presentation to ET. ET will make final decision by a specific date.
- Planner will notify requestor of final decision.
- Decisions will be posted to the web.
- If request is approved requesting Unit will coordinate with FM&P to make moves and prepare spaces.

## 4. Process for requests in category 3

- Planner will prepare a written report stating the results of a preliminary investigation and test of how the request complies with the space Assignment Guidelines. The investigation would validate the scope, feasibility, other options and consequences of executing request. Planner would make recommendation based on outcome of the foregoing.
- Planner will prioritize requests using criteria established by Facilities Council whether there is one or more requests for the same space.
- Perform sufficient design work to provide a preliminary construction cost estimate and time period.
- Propose a preliminary construction calendar and resolve any class scheduling conflicts.
- Establish source of funds for each request (Grants, Capital Improvement, LCC Foundation, other).
- Planner will meet with Space Implementation Advisory Team to review and comment on each request. Requestors will be invited to this meeting.
- Results of this review (including minority reports) will be presented to ET for final approval by a certain date.
- If approved by ET FM&P will proceed with the following:
  - Facilitate the preparation of architectural plans and building permits for projects
  - Put construction documents out to bid by subcontractors
  - Manage construction