**SPACE ASSIGNMENT SUMMARY REPORT (SAMPLE)**

April 28, 2015

SPACE REQUEST No. 14/15-3

Facilities Management & Planning (FMP) requests repurpose of spaces in building 7 vacated by the Laundry (room numbers 117 through 123) to general FMP storage.

REQUEST DESCRIPTION

FMP proposes to utilize in-house trades to remove all Laundry equipment related water pipes and duct-work as well as demolishing the walls around room 7/118 and 7/121 to create a large open floor area. See attached diagrams.

BACKGROUND

The college laundry operated out of spaces between the college Mail/Receiving rooms and the exterior storage space on the east end of building 7 until 2014 when the Laundry was discontinued. The equipment and furniture used by the laundry are still in the various spaces.

REQUEST RATIONALE

Facilities Management & Planning has long needed a large, secure, indoor space to store and prepare furniture, equipment and miscellaneous materials for installation in college space. The fact that FMP hasn’t had this storage/preparation space area has caused some delays and extra costs for some projects.

OPTIONS

There are no other spaces on the main campus that are available either now or in the foreseeable future to accommodate this need.

STAKEHOLDERS

Neighboring Units:

Printing and Graphics occupies the spaces immediately above the subject spaces and Mail/Receiving/Shipping occupies spaces immediately west of the subject spaces. Discussions about the subject request were held with both units and both supported the request.

Information Technology:

 Not applicable. No data will be needed in this area.

Institute for Sustainable Practices:

FMP plans to recycle or sell the Laundry equipment, piping and duct-work. The proceeds from the sale will go back into the Bond funds since all of it was originally purchased with Bond funds.

Public Safety:

N.A.

Center for Accessible Resources:

 N.A.

ALIGNMENT WITH LANE’S STRATEGIC PLAN

 Core values:

 The use of this space for Campus storage by FMP will help enhance a learning-centered environment by working together to support program needs. The Campus storage space will respond to the environmental needs to support spaces and their contents. Campus storage space promotes integrity in the responsible stewardship of resources and sustainability in the reuse of equipment and furnishings.

 Strategic Directions:

 The utilization of this space as storage is a support activity to a majority of strategic directions and directly supports a sustainable learning and working environment through physical resource utilization.

FINANCES

 Expenses:

FMP does not anticipate expending any out-of-pocket funds to achieve this request. All in-house labor will be paid for by FMP.

 Source of funds:

 N.A.

RECOMMENDATION

 This request is recommended to be approved for the following reasons:

* The stakeholders have no objection to this request
* FMP is paying for in-house labor
* Obtaining this storage space will benefit the entire college

Administrative decision: (check one)

APPROVED

DISAPPROVED

OTHER

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_