

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
FACILITIES DEPARTMENT
PROCEDURES for SPACE ACQUISITIONS, RELOCATIONS and RENOVATIONS

PURPOSE

In order to maximize the effective use of College facilities, it is necessary to maintain a process to assign or transfer space for departments, for departments to request additional or new space, and for departments to request a modification or renovation to existing assigned space. Modifications and renovations are defined as permanent changes to the physical structure and may require building permits. For capital budget purposes, it is required to accurately report room and space utilization for the Capital Analysis Model, which is a factor in determining future space needs and funding. The following process will ensure that all related costs and infrastructure needs are identified.

PROCEDURE

1. The Facilities Department is responsible for the "space management" of the College.
 - Maintain space allocation and utilization documentation
 - Provide and maintain/data information for State Board
 - Facilities Master Plan management
2. Departments requesting to relocate, transfer, expand to new space, or renovate existing space for a new use must submit a request as follows:
 - Space Acquisition/Relocation Request Form:
 1. Identify specific program/department needs and requested accommodations
 2. Identify desired location
 3. Provide justification for need
 4. Identify any unique infrastructure needs (power, computer network, etc.)
 5. Identify if there are design and planning requirements
 6. Identify funding source
 7. Provide budget code as appropriate
 - 8. Request must be approved by appropriate Executive Cabinet Member**
 9. Submit request to Administrative Services
3. All requests will be reviewed for the following:
 - Conformance with Facilities Master Plan and/or College Strategic Plan
 - Determine feasibility of the request based on upon impact to building structural integrity, potential impacts to adjacent spaces, and availability of supporting utility services
 - Determine probable costs
 - Identify other options as appropriate
 - Review the request with the Facilities Planning Committee for input
 - The Facilities Planning Council will provide a recommendation to Executive Cabinet
4. Review by Executive Cabinet:
 - Request will be reviewed when necessary by the Executive Cabinet for final approval and to determine priority if conflicting multiple requests occur or for a significant change to the use and Master Plan.
5. The Facilities Department will notify the department of the status of the request
 - Once approved, a tentative schedule will be mutually developed
6. Facilities will schedule work based on the following priorities (in order):
 - Life/Safety
 - Emergency/critical services
 - Code/audit compliance
 - Impact on budget and availability of funding
 - Impact on delivery of instruction
 - Impact on delivery of support services
 - The Facilities Department will coordinate ALL work and be responsible to hire and coordinate with other departments, IT, contractors, etc.