Voiland College of Engineering & Architecture
Dean’s Office of Facility, Operations & Safety Services
Washington State University, Pullman Campus
 **Request for Allocation of Space**

**Voiland College Space Policy Overview:** Voiland College is assigned space for its operational use at the discretion of the WSU President’s office. The space allocations are considered long-term, but non-permanent, and could be revoked or modified at the discretion of the president.

* Space is a *scarce and valuable resource*. All Voiland College space allocations are made strategically, at the discretion of the Voiland College Dean’s Office, in cooperation with Voiland College units.
* Voiland College units assigned space from Voiland College’s space inventory are not considered owners over the space, but rather tenants of both WSU and Voiland College, whom at either WSU or Voiland College’s discretion can revoke any/all space allocations. Executive Policy #35 (approved April 16, 2014) explains Washington State University Space Allocation Policies.
* Space allocations are made for the benefit of Voiland College and its units, and will fluctuate as Voiland College and unit needs change.
* Space is used and managed by the units, but administered by the college. As such, each unit is responsible for re-­allocating space under its management to accommodate its evolving needs. Before a unit requests additional space, it MUST first demonstrate all its space is utilized efficiently. For efficient utilization reference [Voiland College Space Management Policy](https://vcea.wsu.edu/foss/space-management-policy/) and [Voiland College Facility Policies](https://vcea.wsu.edu/foss/facility-policies/).
* The unit moving out is responsible for the cleanup of the area(s) being vacated. If the responsible unit defaults, the college completes the cleanup and/or repairs, and charges actual costs to the responsible unit.
* Unless otherwise agreed on, the unit requesting the space is responsible for relocation expenses of the unit vacating the space, and for the cost of moving in (WSU Executive Policy #35). If the responsible unit defaults, the college completes the relocation, and charges actual costs to the responsible unit.

**Process:** Request for facilities and/or space will only be accepted through the unit’s Director/Chair/or lead Administrator. Requests from individuals will not be considered. The purpose is to ensure the unit has the ability to prioritize its requests, and verify such requests align with the unit’s strategic plan and programmatic intentions.

* Requests involving Voiland College assigned space will be handled internally in collaboration with the requesting unit’s leadership and the Voiland College Dean’s office via the Office of Facility, Operations and Safety Services.
* Requests that necessitate the Voiland College seek additional space from WSU’s Space Management Office will be facilitated by the Voiland College Deans office, via the Office of Facility, Operations & Safety Services.
* Requests for space not operated by WSU will be facilitated by the Voiland College Deans office via the Office of Facility, Operations & Safety Services, in partnership with WSU’s Space Management Office, WSU Office of Real Estate and Contracts, and WSU Business & Finance.

After review, the Dean’s Office may make a decision regarding the request or seek additional information and evaluation from the college’s relevant supporting units (e.g., Area Finance Officer, Associate Dean of Research, Associate Dean of Student Services, etc.), as well as the requestor. The Dean’s Office makes a final space assignment decision based upon thorough review of the subject space in relation to the unit’s space utilization, need, the Voiland College and University’s strategic priorities, and costs associated with the space.

**Directions for making a request:** Complete the Request for Allocation of Space form located on page 3 below. Respond to the requested information by inserting supporting text into the comment box provided after each inquiry. Responses for each inquiry may use additional space as needed. Please be as complete as possible

**Directions for Request Processing:** Requestor completes the Request for Allocation of Space and submits to unit’s Director/Chair/lead Administrator for approval. Director/Chair/lead Administrator reviews the space request and approves and signs the space request. Director/Chair/lead Administrator submits a hard copy, with the option of also providing a digital copy, to Voiland College Dean’s Office of Facility, Operations and Safety Services. (Campus Zip Code 2250).

**NOTE:** To enable editing the form, you will need to **click on the “View” tab** on the top of the document and **select “Edit document”.**

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**Part I: Requestor/Department Contact Information**

**Name:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Campus Zip Code:** Click or tap here to enter text.

**Date of Request:** Click or tap here to enter text.

**Part II: Purpose of Request**

 ►Briefly describe the need for space and the reason your unit is requesting space.

 Click or tap here to enter text.

**Part III: Space Request Information**

►Describe the intended use of space for each room requested:

A) **Room Use Description** (e.g. reception, faculty or staff office, workroom, conference room, storage, teaching lab, research lab, research or teaching support space, departmental classroom, etc.) Click or tap here to enter text.

B) **Number of Occupants** Click or tap here to enter text.

C) **Type of Occupants** (e.g. faculty, staff, T/A, R/A, or other non-WSU constituents, etc.).

 Click or tap here to enter text.

D) If Room Use Will Be Shared

* How will the space(s) be shared

Click or tap here to enter text.

* What resources are each of the parties bringing to the shared use of the space

Click or tap here to enter text.

* Names and Home Units of Occupants Sharing Use (e.g. each PI’s name, College, and School/Dept./Unit Name, and if associated with Center/Lab/Institute)

Click or tap here to enter text.

►If specific rooms are requested, provide the official building name and room number for each space.

 Click or tap here to enter text.

►List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).

 Click or tap here to enter text.

►Identify what date the requested space is needed. If the requested space is needed on a temporary basis, identify when the space will be vacated.

Click or tap here to enter text.

**Approval of Request**

Signature of unit Director/Chair/lead Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Approval: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Voiland College Dean’s Office Action:**

□ Request No. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

□ Approved. Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

□ Not Approved. Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

□ Additional information required from requesting unit. Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_