

ELMHURST COLLEGE

SECTION: OFFICE OF FACILITIES MANAGEMENT

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SUBJECT: CHANGE IN USE OF SPACE

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ISSUED BY:

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APPROVED BY:

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POLICY

This policy is to establish a procedure for modification of College facilities or the re-assignment of space to another user.

PROCEDURE

Whenever it is desired to reassign or alter an existing space, a copy of the "Request for a Change in the Use of Space" form must be submitted to the Facilities Management Office. This process will assure that the work is properly designed, costs are estimated, the required approvals are secured, funds are approved and proper accounts are charged for any changes made. The form may be downloaded from the Facilities Management home page which is accessed from the college intranet.

Step One: The requester should download and fill out as much of the form as he/she is able to do and forward the form to Facilities Management for review. In most cases where physical changes are requested consultation with Facilities Management will be required. The purpose of this is to assure that changes requested comply with current codes, necessary ventilation and electrical capacities are adequate and estimated costs are appropriate. Facilities Management may prepare a sketch or drawing and work with the requester to refine their request and estimate the costs. Once costs are estimated, the form, along with sketches and estimates, will be returned to the requester so that they may secure the necessary approvals.

Step Two: The requester will need to secure the required signatures for approval and forward the signed form to Facilities Management. A review committee of the Executive Director for Facilities Management, the V.P. for Finance & Administration and the President will approve or deny all requests. If a project is approved the college will cover the cost using institutional funds. Final approval will be based upon the availability of funds and will be prioritized with other requests in the best overall interests of the college. The requester will be notified as to the disposition of all requests. Once approved, Facilities Management will work with the requester, city officials and/or other college personnel to schedule the work.

REQUEST FOR A CHANGE IN THE USE OF SPACE

This form is to be filled out when the use of an existing space is to be substantially altered or reassigned. It should be completed and submitted to the Facilities Management office.* Please feel free to attach sheets as needed.

Step One: REQUESTED CHANGES

Requested by _____ Ext. _____ Date _____

Date change is needed _____ Building _____ Room#/Location _____

Present use of space _____

Space presently allocated to (person/department) _____

Proposed change in use of space _____

Reason for change _____

Is this a permanent change? _____ If not, for how long? _____

How will this change benefit your program? _____

Required physical change _____

Associated costs * _____

(Return form to Facilities Management at this point)

Step Two: DEPARTMENTAL APPROVAL

_____ Person/Dept to whom space is presently allocated

_____ Requester's Department Head

_____ Area Head

(Return signed form to Facilities Management again)

FINAL ADMINISTRATIVE APPROVAL:

_____ Executive Director for Facilities Management

_____ Vice President for Finance & Administration

_____ President

* Contact Facilities Management office at ext. 3180 if assistance is needed.

09/09