UW-Stout Space Planning Process

Background

The purpose of the Space Planning process at UW-Stout is to document the assignment of space. Accurate documentation will eliminate confusion as to space assignment and provide more efficient use of space. This process is facilitated through electronic media, requiring digital signatures of the reviewers.

A Space Request is required whenever a room is reconfigured, reassigned or repurposed, either permanently or temporarily. The Campus Planner facilitates the process and establishes a routing list for review and recommendation. The Chancellor has final approval of all space requests.

Exterior space requests are reviewed by the Campus Exteriors Development Committee (CEDC). The CEDC makes their recommendation to the ASLS Vice Chancellor for review with the Chancellor for approval.

Any questions should be directed to George Acker, Campus Planner, at Ext. 5314 or ackerg@uwstout.edu

Process

The intent of the revised Space Request process is to expedite approval of space requests that do not require a review and recommendation by several campus representatives. Most space requests fall under this category. The space planning process involves two (2) phases:

Phase I: Pre-Space Planning

1. The Requester contacts the Campus Planner to preliminarily discuss the proposed Space Request.
2. The Campus Planner will schedule a meeting with the Requester and Campus Engineer to review the process, justification and develop preliminary concept(s) and cost estimate(s).
3. The Campus Planner will issue a Pre-Space Planning Request to the Chancellor and Cabinet for review and approval/denial to proceed with Space Request (Phase II).
   a. The Chancellor and Cabinet may approve the Pre-Space Planning Request and decide that the Space Request is not necessary. The Campus Planner will inform the Requester of such action.
   b. Once the Space Request is approved, the Requester submits a work order request to Physical Plant. This initiates the process for moves, remodeling, signage changes, etc.
4. If the Pre-Space Planning Request is approved by the Chancellor, the Campus Planner will direct the Requester to proceed with the Space Request (Phase II).

Phase II: Space Request

1. Electronic submittal of Space Request.
   - The Requester should contact Telecommunications and Networking and Physical Plant for final design and cost estimating.
   - The Requester reviews the space issue internally (e.g., dean, director, chair, building supervisor, etc.), then completes the Space Request form and submits electronically (Word format) to the Campus Planner.
     o The Space Request form is located at: http://www.uwstout.edu/physplant/spacemgmt.cfm
   - Submittal should include the Space Request and appropriate attachments (e.g., drawings, cost estimates, etc.).
     o Building floor plans are available at: http://www.uwstout.edu/physplant/plans.cfm
   - All information must be filled out on the Space Request or it will be returned to the Requester.
2. The Campus Planner will enter the Space Request in ImageNow and will forward on for review.
3. Each reviewer will digitally stamp the request and forward on to the next reviewer.
4. Upon approval by the Chancellor, the Requester and all reviewers will be notified electronically.
   - This notification provides authorization to proceed.
   - No work can begin until this authorization is received.