

# Facilities Modification/Space Allocation Request

## Presentation Format

Note: A PowerPoint presentation is mandatory. The total duration of Presentation shall not be more than 10 minutes- 15 minutes for presentation and 5 minutes for questions and answers. The PowerPoint Presentation must be provided in electronic format to Lana Soroka [ssoroka@clayton.edu](mailto:ssoroka@clayton.edu) at least one day prior to presentation date. The presenter is required to hand out 12 hardcopies of the presentation to the committee members.

1. **Introduction:** Description of your request (pictures/diagrams are highly recommended).
2. **Justification:** Explanation of need. Some examples of possible presentation content include:
  - purpose/mission/objectives of the department
  - regular activities/hours of operation of the department
  - current challenges and constraints of the department's existing space
  - impact of those challenges and constraints upon the primary group(s) served by the department
  - existing vs. proposed location relating to purpose of the department
  - whether existing physical location presents accessibility issues which may be alleviated by relocation
  - space availability to adequately serve students/parents/other groups served (i.e. reception, counseling)
  - concerns pertaining to the functionality of the department -- such as adequate office space for staff/faculty and adequate storage space
  - benefits for the University of the department obtaining larger/better/enhanced space
  - benefits for "customer" group(s) served by the department
  - need for proximity to other offices with closely related functions
  - need for department to have "high visibility" location
  - ease of parking and convenience for visitors and/or customer groups
  - limitations on future expansion of departmental activities or staffing based on shortage of space
3. **Conclusion:** Benefits if request is approved and consequences if not approved.

**Note:** The Facilities Committee will submit its recommendation to the upper administration for the final decision. You will be notified of the results of the approval process.