

# CLAYTON STATE UNIVERSITY

## Guidelines

The following guidelines and sequence of events will apply to all requests for new or modified space allocations:

1. All requests must be initially submitted electronically by use of the **Facilities Modification or Space Request Form**, which is accessible through the Facilities Management Office website.
2. All requests must contain the approval(s) from the appropriate authority (Department/Office Chairperson, Dean (if applicable), and Vice President).
3. The initial requests will be reviewed by the Committee to determine if oral presentations by the requestors are needed, or if recommendations can be made by the Committee based upon a review of information provided on the Request Form. (Factors to be considered include impact on any other department's space and the identification of funding sources.)
4. If no oral presentation is determined to be necessary, the Committee Chairperson will provide the Committee's recommendation to the Vice President of Business and Operations. Recommendations will be based upon simple majority of responding Committee members.
5. If oral presentations are required, the requestor will be notified by the Committee and advised of the format to follow in preparation for the presentation. The same format must be utilized for all presentations. The requestor will also be advised of the date, time, and location for the presentation, with notification to be no less than ten days from the scheduled date of the presentation. Presentations will be oral, and **must** use PowerPoint slides, which should include pictures and/or diagrams related to the request.
6. After review of oral presentations, the Committee will submit its official recommendation to the Vice President of Business and Operations for review. Again, recommendations will be based upon a simple majority of responding Committee members.
7. The Vice President of Business and Operations will be responsible for the submission of all Committee recommendations to the University's Executive Cabinet for the final decision.
8. Cabinet decisions will be communicated to the Committee Chairperson, who will coordinate the notification of all the requestors.
9. For requests that are approved by the Cabinet, Project Managers will be assigned by the Facilities Management Office to initiate the construction plans.