

CLAYTON STATE UNIVERSITY

FACILITIES COMMITTEE

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 website:
<http://www.clayton.edu/facilities/planningdesign/facilitiescommittee>.
2. All requests must contain the approval(s) from the appropriate authority (Department/Office Chairperson, Dean and Vice President).
In case of a request submitted or initiated by a campus committee comprised of staff, faculty and/or students, the request needs to be endorsed by the authorized party that has approved the establishment of the committee.
3. The initial requests will be reviewed by Facilities Management 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. Requests may be submitted throughout the year, but oral presentations will be conducted semi-annually during **March and October** time frames.
5. 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.
6. 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 being 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.
7. Presentation must be submitted to the Facilities Management prior to the presentation date.
8. After review of oral presentations, the Committee will submit its official recommendation to the Vice President of Business and Operations for review no more than ten business days after the presentation. Again, recommendations will be based upon a simple majority of responding Committee members as well as referencing USG Space Utilization report to optimize campus space utilization per the report and its system parameters.

9. 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.
10. Cabinet decisions will be communicated to the Committee Chairperson, who will coordinate the notification of all the requestors.
11. For requests that are approved by the Cabinet, Project Managers will be assigned by the Facilities Management Office to initiate the construction plans.