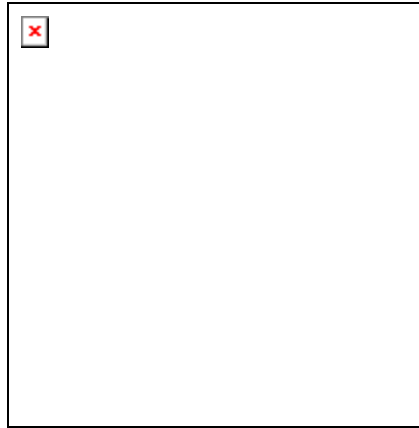


**UNIVERSITY OF WISCONSIN
PLATTEVILLE**



**CAMPUS DEVELOPMENT
&
SPACE MANAGEMENT**

**POLICY AND PROCEDURES
NOVEMBER 1994**

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SPACE MANAGEMENT POLICY

PREFACE

Physical space on campus is a resource provided by the State of Wisconsin and the Board of Regents to accommodate a clearly defined and justified mission of this university. As a resource, representing a major investment of tax dollars and supplemental funds, available space must be effectively utilized. Thus the provision and maintenance of the necessary physical space requires long-term planning, periodic review and analysis, and a continual, organized, and operational space management function.

Interrelated with the function of Space Management is the determination of physical space needs. Once such needs are determined and documented, they provide a basis for the evolution of the Campus Development Plan, Space Use Plan, Six and Ten Year Plans, improvement projects, or the assessment of proposed improvements, including minor renovations, conversions, remodeling, or construction of new facilities. The scope of the facility development activity dictates the need for a systematic approach with input from all involved parties.

POLICY

1. The allocation of available space will be made by the Chancellor, or his designee, as a result of the annual campus planning process and in response to academic planning determinations. Such allocations shall designate approved program assignments as well as the functional use of facilities.
2. Space needs of the various divisions or users will be documented, at the beginning of each calendar year, with specific input from the academic deans and division directors including those responsible for Auxiliary Service activities.
3. Requests for permanent reassignment of space or the renovation, conversion or remodeling of existing space, will be reviewed by the Space Management Staff and referred to the Chancellor, with recommendation, for definitive action.
4. Temporary assignment or reassignment of space within an operation unit may be approved by the Vice Chancellor or an Assistant Chancellor in response to immediate needs. The Space Management Office will be advised of any such temporary changes.
5. The Space Management Office is responsible for:
 - maintenance of a complete and current inventory of campus space.
 - periodic review and analysis of existing space utilization.
 - identification of overused & underused space and facilities.
 - determination of space needs consistent with UW-System standards.
 - development of systematic procedures for the initiation, review and implementation of Campus-funded improvement projects.
 - preparation of six-year capital improvement plans and a specific request/program statement for each approved project.
 - recommendations of project priorities and implementation strategies.
 - overview of Campus-funded project progress and completion.

6. The Six-Year Plan developed as a major element of the Biennial Capital Improvement budget process, and two-year plans for Campus-funded improvement projects, will be subject to biennial and/or annual review and revision. As approved, they become the basis for the approval or deferral of specific project requests.

OVERVIEW

As conceived, the integrated space management - facility development function is a continuing process designed to provide rational solutions to campus space-physical facility needs. Such solutions begin with the assignment of available space and include: timely renovations; appropriate conversions and remodeling; and as a last resort, the construction of new facilities.

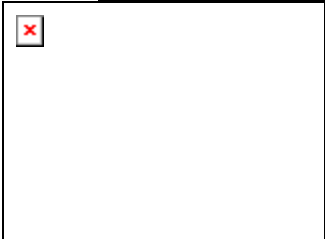
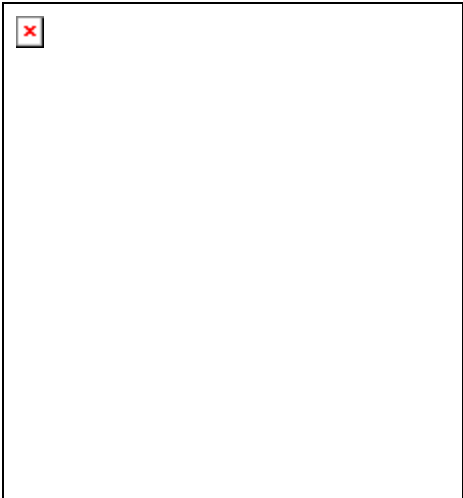
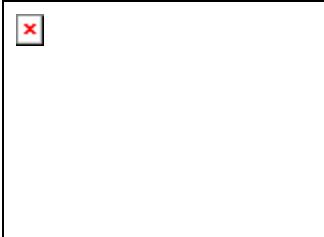
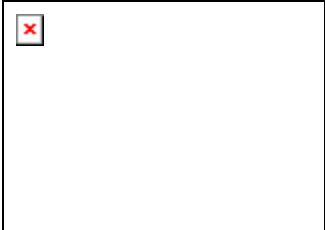
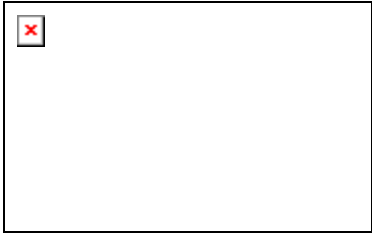
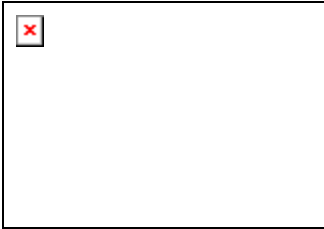
The space management - facility development function is structured to secure input from the primary constituents of the campus community, provide a broad-based assessment of needs and proposed solutions, and introduce a degree of technical expertise into the project conception-evaluation-implementation process.

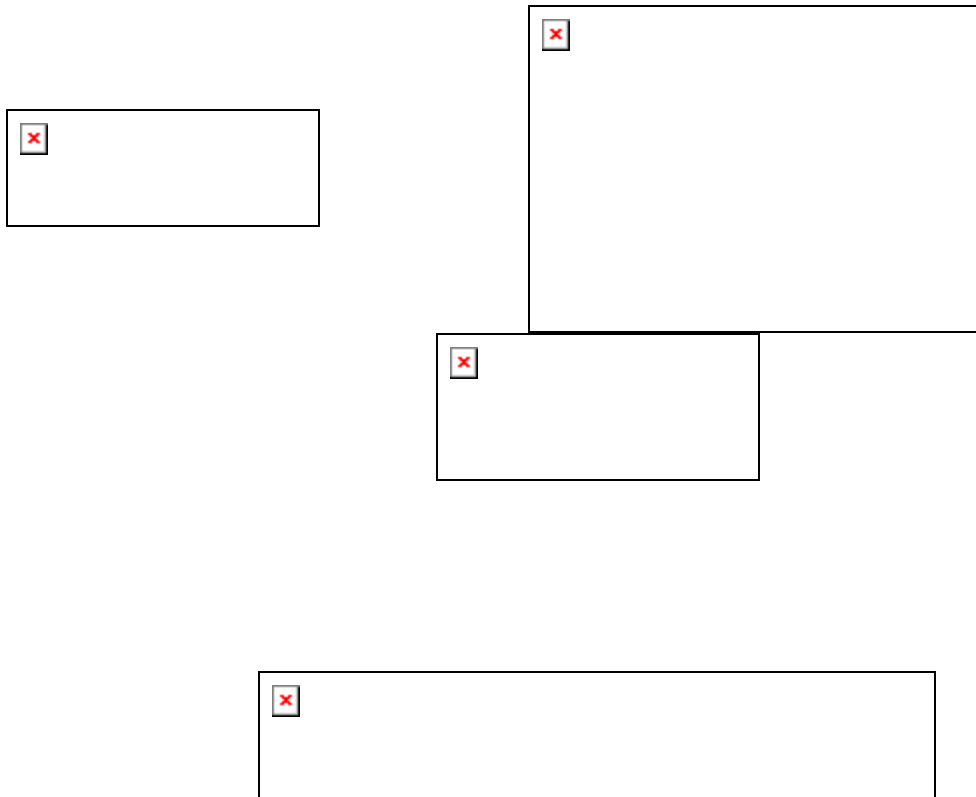
As structured, general policy and operational procedures are established by the Chancellor, Vice Chancellor, Assistant Chancellor for Student Affairs and Assistant Chancellor for Business Affairs, with direct supervision of the Operations Unit provided by the Assistant Chancellor for Business Affairs.

The Operations Unit, in turn, performs the tasks assigned to it, carries out established policy, and/or reports its findings and recommendations to the Assistant Chancellor for Business Affairs for appropriate review and resolution. Once a course of action has been determined, the Operations Unit monitors the progress of the action taken.

The procedure for initiation-development-approval-implementation of a permanent space assignment or facility improvement is illustrated by the subsequent flowchart. This chart notes a direct path from the originating Dean or Director to the Space Management - Facility Development Operation and on to implementation with optional routings as indicated to include individuals, committees or commissions with review and approval authority. Also noted are alternative procedures dictated by the scope of the proposal and the source of funding.

The Guidelines, included as a supplement to the procedural flowchart, summarize the definition of facility improvement projects and related procedures, particularly those involving a specific allocation of State funds. With certain limitations these Guidelines also apply to improvements to be accomplished using Program Revenue or other on-campus sources of funds.





SPACE MANAGEMENT/FACILITY DEVELOPMENT

OVERVIEW

The integrated space management - facility development function is conceived as a continuing process that will provide rational solutions to campus space-physical facility needs.

The space management - facility development function is structured to secure input from the primary constituents of the campus community; provide a broad-based assessment of needs and proposed solutions; and introduce a degree of technical expertise at the beginning of the project conception-evaluation-implementation process.

As structured, general policy and operational procedures would be established by the Chancellor, Vice Chancellor, Assistant Chancellor for Student Affairs and Assistant Chancellor for Business Affairs, with the Assistant Chancellor for Business Affairs providing specific direction to the operational unit.

In turn, the operations unit will perform the tasks assigned to it and report its findings to the Assistant Chancellor for Business Affairs for appropriate review and resolution. Once a course of action has been determined and implemented, the operations unit will monitor the progress of the action taken.

SPACE MANAGEMENT

Space management is an essential component of the campus-physical facility planning process. It provides factual data for rational decisions and promotes the effective utilization of available physical resources. The specific tasks involved include:

- Maintain physical space inventory by category and assignment.
- Monitor, conduct audits and analyze physical space utilization.
- Determine and document specific physical space-facility needs.
- Review space-use proposals from a comprehensive, long-term perspective.
- Recommend physical space use and/or assignment revisions.
- Formulate Six-Year Plans and Improvement Programs.

FACILITY MANAGEMENT

Facility development is an interrelated activity whereby physical improvement proposals are initiated, or proposed improvements are reviewed and refined, to accomplish well-conceived and long-term solutions to defined physical space-facility needs. This activity also involves certain specific tasks, such as:

- Initiate, or receive and refine improvement project proposals.
- Provide technical input to the facility development process.
- Prepare Campus Space Use Plan and Planning Issues.
- Prepare Six Year Development Plan.
- Evaluate options, alternatives and implementation strategies.
- Develop project priorities, schedules and cost estimates.
- Prepare project request and program statement documents.

AND/OR

- Prepare plans, specifications and related bid documents.
- Monitor and report the progress of approved improvement projects.

COORDINATION

Effective space management - facility development requires coordination and a working relationship with other on-going campus activities and operations. Included within this area of mutual interest are:

Academic Planning	Campus Planning
Land Acquisition	Building & Grounds Maintenance
Handicapped Access Improvements	Asbestos Removal
Energy Conservation	Environmental Impact Assessment
Hazardous Waste Control	Building Condition Surveys
Traffic & Parking Regulation	

With the cooperation of departments, coordination of related activities, and an overriding dedication to the welfare of the University, the space management - facility development function can be effectively managed.

GUIDELINES

1. The process for initiating a facility improvement request is illustrated by the procedural flowchart. As noted, such requests most often originate with the affected department or division on campus. As appropriate, the Space Management - Facility Development staff may recommend specific actions and similar recommendations may be forthcoming from System Administration.
2. The scope of a proposed facility improvement dictates the course of action and thus the lead time and the effort required to implement the improvement. In essence, improvement projects are classified:

Major Projects are those with total project costs exceeding \$250,000 as identified in the Six-Year Plan. They require a comprehensive space management analysis, compliance with UW-System space-use standards and approval by System Administration staff before submittal to the Board of Regents. Major projects approved by the Regents are included in the biennial Capital Budget request by category and priority and thus referred to the Division of Facilities Development and the State Building Commission for further review and approval.

Minor Projects, i.e. those estimated to cost from \$15,000 to \$250,000 regardless of funding source, require a similar but abbreviated planning effort. Such projects are approved as a campus package with total dollar limitations for each biennium, rather than by individual enumeration. Such projects are also identified in the Six-Year Plan with biennial review and revision when appropriate.

Any proposed alteration of a building structure, protective envelop electrical/mechanical systems, plumbing system, sanitary conditions or exiting capability is subject to the planning-review-approval requirements regardless of cost or source of funds.

Maintenance Projects, i.e. work required to repair or replace an existing facility at an estimated cost of \$100,000 or less, may be justified and thus implemented by a simplified version of the minor project procedure.

Laboratory Modernization may also be accomplished using special campus funding for this purpose. Rather than simply the purchase of new equipment, such improvements should be planned to include necessary changes in the physical conditions of the laboratory and the required utility services

3. As defined, Major Projects are set forth in the Six-Year Plan, subject to Campus approval in February of each even-numbered year, with those proposed for the first biennium requiring comprehensive documentation, review and UW-System approval in April of the same year. Minor projects are also identified in the Six-Year Plan. The approval will be granted in June of the even-numbered years for those projects to be implemented during the following biennium.
4. To be consistent, all facility improvement, or permanent space assignment proposals, should be submitted for initial review in January of each year to precede the biennial budget process and/or the summer construction season. Requests supported by on-Campus funding may be implemented, or deferred and reappraised at the beginning of the following year, whereas those requiring allocation of State funds are approved or disapproved on a biennial basis.
5. Of particular importance in this scheme of events is the determination of priorities. This begins with the initiating department's or division's submittal of requests to the College, or equivalent level of Administration, where they are compiled, assigned a numerical rating, and submitted to the Space Management - Facility Development Office for review and analysis. In turn, all approved proposals are assigned a Campus priority and so implemented, or referred to System Administration. Typically only a fraction of the improvements requested can be afforded in any given year or biennium. Thus the established priorities have substantial impact on the outcome of space assignment or improvement requests.
6. The format used to submit a space assignment or facility improvement request is also an important consideration. Where practical, standard forms should be used, as provided by Space Management - Facility Development, and supplemented by common scale drawings or floor plans. Major projects also require a Project Request Document and a Program Statement. The information required includes the following:

Project Request

1. Project: (Title, Size, Est. Cost)
2. Project Description & Scope
3. Background
4. Analysis of Need
5. Alternatives
6. Estimated Cost
7. Previous Action
8. Campus Priority

Program Statement

I. Project Summary

1. Project Description
2. Project Goals
3. Project Budget
4. Project Schedule

II. General Requirements

- ⌘ General Data & Information
- ⌘ Sitework
- ⌘ Architectural Components
- ⌘ Mechanical Systems
- ⌘ Electrical Systems

III. Detailed Requirements

- ⌘ Occupants & Activities
- ⌘ Summary of Standard Requirements
- ⌘ Space Tabulations
- ⌘ Special Requirements
- ⌘ Adjacency Matrix

IV. Equipment Listing

- ⌘ Budget Worksheets

7. Projects with potential adverse affect on the external environment, including all air-conditioning installations, require an Environmental Impact Assessment. Those found to have substantial environmental impact are subject to the provisions of Wisconsin's Environmental Protection Act. Such assessment of project requests is a six-week to six-month process, depending on the degree or extent of the environmental concern. Ample time for this activity must be incorporated into project schedules and timetables.

8. As suggested by these Guidelines, permanent space assignments and major facility improvements are elements of a continuing Six-Year Capital Budget planning effort. This process, however, takes place within the framework of a more generalized Campus Development Plan subject to periodic review and revision at two-year intervals. Parties desiring a substantial change, in the present campus or its physical component, should recognize these long-term planning commitments.