

June 12, 2014

### **Space Requests**

If a department or unit needs additional space, they are required to complete a Space Request Form and submit it to the UIHC Space Committee for review. Requests must be approved by the Space Committee before any trading, borrowing, or other types of space arrangements occur between departments. Submission of a Space Request Form is required even when the department has already made arrangements to transfer space from one unit to another.

The Space Request Form can be found on The Point:

<http://www.uihealthcare.org/otherservices.aspx?id=235314>

When completing the Space Request Form, the department must indicate the number of rooms, by function, that are being requested, the desired timeframe to address the need, and any space that would be relinquished if the request is granted. The document, "UIHC Office and Workstation Standards", will be used to determine the required square footage. Signatures approving the submittal of the space request are required from the Department Executive Officer and the Associate Hospital Director responsible for the area making the request.

Once signed by the Associate Hospital Director, a copy of the completed form will be sent to Capital Management, logged into the space request system, and added to an upcoming agenda of the UIHC Space Committee.

The UIHC Space Committee meets and reviews space requests on a bi-weekly basis. The timeframe for resolving a space request varies depending on the complexity of the request and whether appropriate space is available. Further, some space requests are dependent upon another department or unit relinquishing space, which can take time to implement.

Unless otherwise agreed upon, all space is assigned as is, and it is the requesting department's responsibility to fund physical improvements, new furniture, and equipment.

If space is assigned by the UIHC Space Committee, a space fulfillment letter will be issued and sent to the requesting department. The space assignment letter will include a commencement date for when the space can be occupied by the new department. Any key, phone, IT and/or facility work order requests to be arranged by the requesting department, should coincide with the commencement date.

### **Space Relinquishments**

All space relinquishments must also be submitted to the UIHC Space Committee for approval.

The Space Relinquishment Form can be found on The Point:

<http://www.uihealthcare.org/otherservices.aspx?id=235314>

Once the Space Relinquishment Form is completed, it must be signed by the Department Executive Officer and the Associate Hospital Director responsible for the area. A copy of the signed form is sent to Capital Management to review and determine whether the relinquished space is adequate for reassignment to another department. If the relinquished space is deemed “usable”, then an approval recommendation from Capital Management staff will be added to the next agenda of the UIHC Space Committee for final action.

Once vacated, the space will be available for reassignment by the UIHC Space Committee to another department. In the event that the space is not immediately reassigned to a new occupant, the space database will be updated to temporarily assign the space to Hospital Administration. At that time, a facilities work order request will be submitted by the Associate Hospital Director to change the locks on the vacated room so they remain secured until the space is reassigned.