

A Star Trek Enterprise ship is shown in space, viewed from a low angle. The ship is dark grey with red lights and is positioned diagonally across the frame. The background is a dark starfield.

SPACE: THE FINAL FRONTIER OR, PLANNING & MANAGEMENT

PRESENTED TO CHANCELLOR'S CABINET
SEPTEMBER 11, 2024

UNIVERSITY *of* WASHINGTON | TACOMA



TODAY'S AGENDA

- > Introductions**
- > Policy**
- > Context**
- > Types of Requests**
- > Updated Space Request Process**
- > References and Resources**

INTRODUCTIONS

- > Elizabeth Hyun
Space Planning Manager (SPM)
- > Cherie Berthon
AVC for Planning & Budget
- > Jillian Leahy
Director of Operations & Administration



**Division of
Finance &
Administration**

SPACE MANAGEMENT POLICY

- > Space is an important physical resource, and its use should be optimized to support the University's academic, research, and service missions.**
- > All space belongs to the University rather than to any college, department or individual. The chancellor is directly responsible for administration and management of facilities and space on campus.**
- > The division of Finance & Administration has been delegated responsibility to manage campus space.**

CONTEXT

BACK THEN...

- > **Leadership turnover and disparate visions led to reactive rather than proactive space planning**
- > **Lack of strategic oversight leads to disconnect and inefficiencies that ultimately deter from mission**

CONTEXT

MOVING FORWARD...

- > **Working to bring central processes into alignment**
 - Academic planning, strategic planning, space management, budget development, capital project development and execution (major and minor), etc.
- > **Equity, transparency and consistency**

FACILITIES SERVICE REQUESTS

EXISTING PROCESS WITHIN UWT FACILITIES

- > **For maintenance and minor furniture/equipment needs within campus space, such as:**
 - Furniture replacement/repair/rearrangement
 - Acquisition of furniture/equipment that does not require major space modification*
 - Infrastructure troubleshooting (lighting, heating/cooling)
 - Hanging whiteboards/wall fixtures
 - Surplus pickup

**Public facing standards and guidelines in development*

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SPACE REQUESTS

- > **To make modifications to campus space that trigger a major alteration, such as:**
 - **New/additional space, permanent or temporary**
 - **Change in use/function, reassignment, vacation**
 - **Acquisition of furniture/equipment requiring major space modification**

UPDATED SPACE REQUEST PROCESS

STEP BY STEP

- 1. Requestor fills in PowerForm**
 - Now available on [Space Planning & Management page](#)
- 2. Completes Space Request Form**
- 3. DocuSign routes to Director/Dean and then VC**
- 4. Space Planning Manager and VCFA receive form once all divisional signatures have been acquired**

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STEP BY

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PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to complete and sign this document.

Please enter your name and email to begin the signing process.

Requestor

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Department Director/Dean

Name: *

Email: *

Department Vice Chancellor

Name: *

Email: *

UPDATED SPACE REQUEST PROCESS

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UPDATED SPACE REQUEST PROCESS

UW TACOMA SPACE REQUEST FORM

Official Use: Request #: _____ Date Received: _____

All campus space is owned by the UW Tacoma Chancellor's Office and is not the property of any department. Assignment of space is based on priorities reflective of UW's mission as prioritized by the Executive Leadership Team (ELT). Vacated space is returned to the general campus inventory for reassignment by the Chancellor through appropriate process. All allocation of space, moves, and relocations must be requested by a Vice Chancellor (VC) and approved through the space request process *prior* to any work in or occupation of space.

Instructions:

- Read all guidance on the Space Requests website (tacoma.uw.edu/fa/facilities/space-requests).
- Complete sections 1-2 below and submit. The form will be routed to your Dean/Director and VC for approval.
- Once approved, the request will be routed to the Space Planning Manager and VCFA for review.

1. Requestor Information

Name of Requestor	Request Date
Email	Phone #
Department	
Dean/Director	
Vice Chancellor	

2. Space Request Details

This request is for: (check all that apply)

- New or additional space
- Change in use or function, reassign, vacate allocated space
- Alterations to allocated space (modifications, reconfigurations, changes to equipment or furniture)
- Temporary space List duration: From _____ To _____

Briefly describe your space need and challenges with current spaces to meet this need (if changes to existing space, indicate space by building and room number)

How does this advance UWT's goals and strategic priorities in the areas of Students / Communities / Scholarship / Equity / Vitality? How does it connect to the campus master plan?

Page 1 UW Tacoma Space Request Form Rev. 6/13/2024

1

UW TACOMA SPACE REQUEST FORM

Official Use: Request #: _____ Date Received: _____

Desired timeline (need by): _____

Will any space be vacated due to this request?

- No
- Yes – which rooms: _____

Is funding available?

- No
- Yes, funding source: _____ Cost Center/Program: _____ Resource: _____

If this request is based on the award of a grant that has not yet been funded, please indicate:
 Anticipated date of receipt of funding: _____ Anticipated term: _____ Proposal #: _____

- If donor- or grant-funded, this expenditure is in alignment with funder's intent.

Include any additional information or specific requirements, including adjacency/proximity considerations.

3. Department Approvals

Dean/Director Signature	Date: _____
Print Name	
Dept VC Signature	Date: _____
Print Name	

Page 2 UW Tacoma Space Request Form Rev. 6/13/2024

2

VCFA/
SPM
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UW TACOMA SPACE REQUEST FORM

Official Use: Request #: _____ Date Received: _____

4. Executive Action

VCFA Signature

Print Name _____ Date: _____

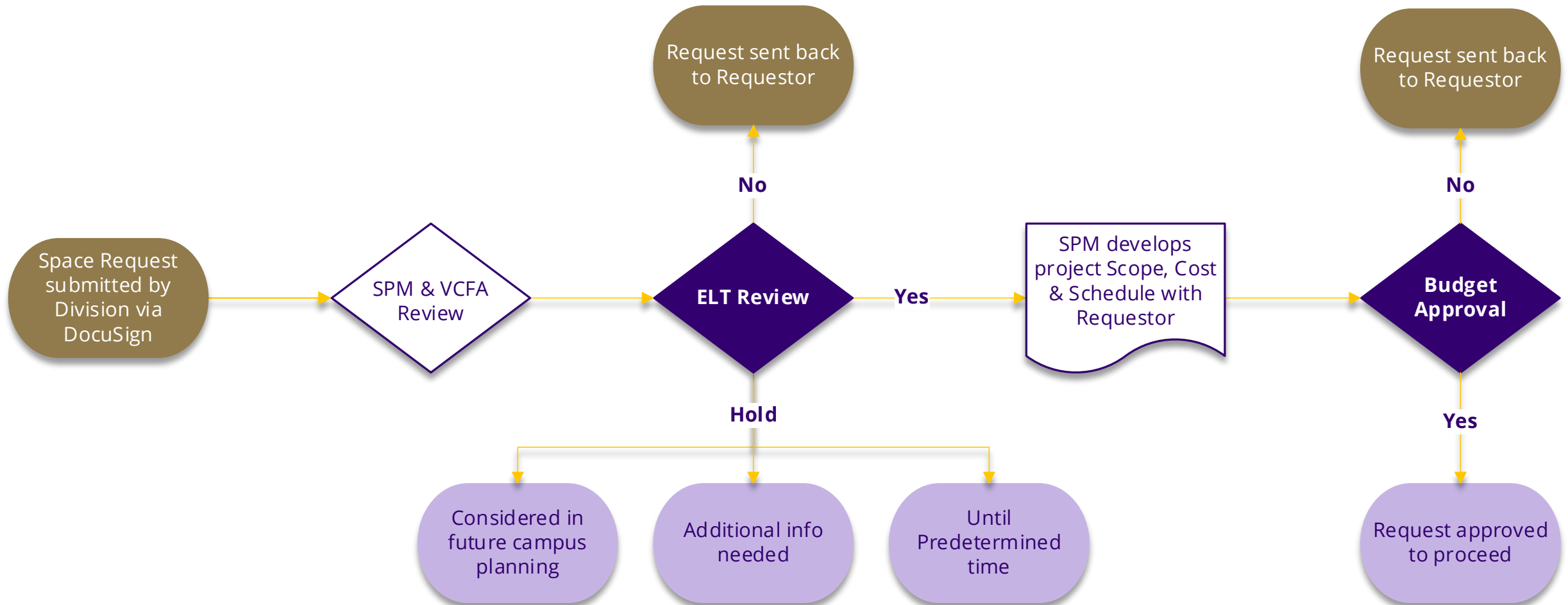
- Approved by ELT Date: _____
- Move forward with cost estimate & timeline
- Approved by ELT Date: _____
- (project info attached)
- Move forward with implementation
- Funding source: _____
- As noted on Space Request
- CC/Program/Resource: _____
- Hold: _____
- Until: _____
- Additional info needed for approval
- Considered in future planning, timeline TBD
- Not approved – reason stated below Date: _____

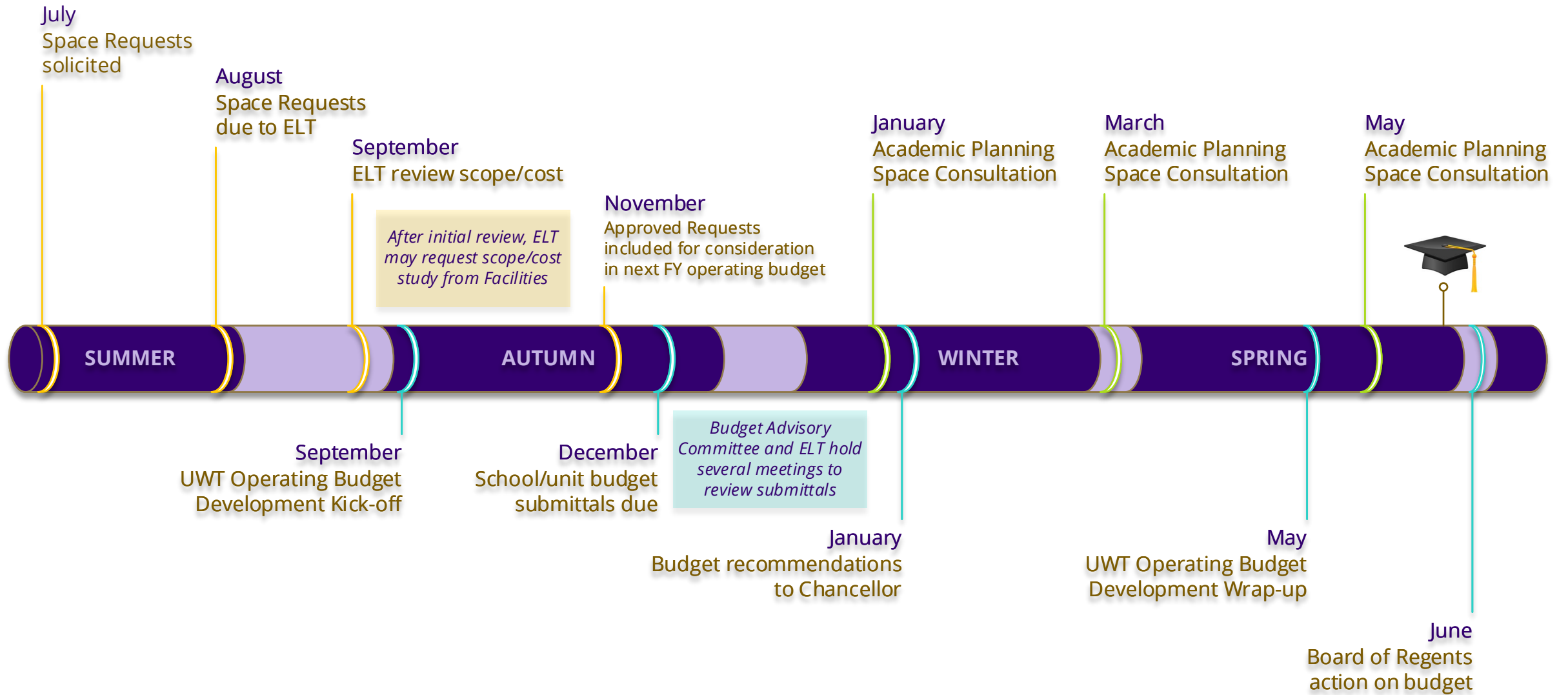
Page 3 UW Tacoma Space Request Form Rev. 6/13/2024

UPDATED SPACE REQUEST PROCESS

- > All requests, regardless of funding, require dean/director and VC approval prior to submission
- > DocuSign automatically routes and tracks form
- > Completed requests are reviewed by the Space Planning Manager and VCFA
- > VCFA presents requests to Executive Leadership for high level review and integration into strategic capital planning

UPDATED SPACE REQUEST PROCESS





OTHER CONSIDERATIONS

- > Research and Grants**
- > Planning Notices of Intent**
- > Legislative budget requests**

The Space Planning Manager should be consulted on space and other facilities needs prior to submitting proposals.

REFERENCES AND RESOURCES

- > **Executive Order 14** - <https://www.washington.edu/admin/rules/policies/PO/EO14.html>
- > **UWT Finance & Administration** - <https://tacoma.uw.edu/fa>
- > **UWT Space Management** - <https://www.tacoma.uw.edu/fa/facilities/space-planning-and-management>
- > **UWT Facilities Service Request** - <https://www.tacoma.uw.edu/fa/facilities/facilities-service-request>
- > **Space Request PowerForm** - <https://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=8e963dcd-0c13-4e1c-a640-03793946b8a9&env=na2&acct=eb276cce-c068-4487-8906-26335349671b&v=2>
- > **UW Facilities Space Management Guidelines** - <https://facilities.uw.edu/files/media/uwf-ds-space-guidelines.pdf>

QUESTIONS



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