

Procedure Title:	Change of Use
Policy Number:	<u>ESU-FA-2011-025</u>
Effective Date:	April 11, 2012
Review Date:	January 31, 2017
Division:	Finance & Administration
Responsible Office:	Facilities Management

**Procedure Summary:**

**Policy Procedure** t in the changing of use/classification of a certain area on campus.

**Process:**

1. An individual faculty member or appropriate staff member may initiate a change of space request, providing details of space needs to the extent possible. The request should be forwarded to the department chair or director for review. In case of academic departments, this request together with recommendation should then be routed to the respective dean.
2. The dean's or director's office reviews the request for space, and either recommends, denies or refers the request for analysis to Manager of Space/IT. The request must be submitted in writing by the dean or director to Facilities Management (Manager of Space/IT).
3. A space needs analysis is then conducted taking into consideration applicable space guidelines, current availability, the ESU Facilities Master Plan, and any other relevant issues. This information is then used to ascertain validity and availability, leading to a final determination.
4. The request may either be accepted or denied/closed. The Manager of Space/IT will notify the requestor and respective dean/director with the determination.
  - If an approval is recommended, Facilities Management will record the change in use in the space inventory. The appropriate items will be moved around and configured as necessary. If remodeling is required, then the requestor must follow the Remodeling Procedures.
  - If a "deny" or "close" determination is made, then the change in use cannot be accommodated for that specific area.
5. The dean/director may contact the Vice President of Finance and Administration to request a second review. The decision made by the Vice President of Finance and Administration will be final.

**NOTE:** A change of use implies that the space is intended to be used in a different manner than originally configures; such as: from classroom to computer lab, from storage to faculty office, from circulation (corridor) to reception, etc.

**Forms:**

N/A

**Related Procedures:**[Space Request](#)[Moving/Occupying](#)[Remodeling](#)[Request for Research Space](#)**Other Related Information:**

N/A

**Contacts:**

N/A

