

**Title:** Space Management -- Requests for Space Renovations and Changes in the Use of Space  
**Code:** 1-120-210  
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**Approved:** JDM

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### **Purpose**

To identify the office responsible for coordinating and implementing all requests for space renovations and changes in the use of space, and to specify the procedures for initiating and processing such requests.

### **Policy**

The Office of Space Management is responsible for the general oversight of all space planning and use at the University. To this end, the Office develops policies, establishes procedures, and proposes specific recommendations to the Executive Vice President regarding space planning and utilization. Among its related functions, the Office of Space Management coordinates and implements all requests for space renovations and changes in the use of space.

All requests for space renovations and changes in the use of space are to be initiated and processed in compliance with the following procedures.

### **Procedures**

1. All requests for space renovations and changes in the use of space are to be submitted on a Boston College Alteration and Renovation Request Form ([EXHIBIT A](#)). A detailed description of, and a justification for, the requested changes are to accompany each Request Form. Forms are to be submitted to the responsible dean or director for approval.
2. All approved Request Forms are to be forwarded by the responsible dean or director to the cognizant vice president for approval. Approved Forms are then to be forwarded to the Director of Space Management.
3. The cognizant vice president and the Director of Space Management will review and evaluate each request. If preliminary approval is granted by the cognizant vice president, the Director of Space Management will request a cost estimate from Facilities Management.
4. With the cost estimate in hand, the cognizant vice president and the Director of Space Management will undertake a second review and evaluation of the request.
5. If the request is again approved by the cognizant vice president, it will be placed in the queue to compete with the other projects included in the next year's Capital Budget. Vice presidents are encouraged to assign priorities to the projects in their areas.
6. Or, if the approved request is identified by the cognizant vice president as an emergency or as involving critical timing, it will be submitted to the Executive Vice President for approval and designation of funding source. Facilities Management and

the user are responsible for the scheduling and implementation of such emergency projects.

Requests for space renovations and changes in the use of space that are submitted directly to Facilities Management will be returned by that department to the originator, along with the recommendation that he or she review and adhere to the above stated policy and procedures.

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Update: March 8, 2001; December 20, 2001; September 3, 2003

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