

LMHSC Space Definition, Request and Review Policy

HSC Building Philosophy: The HSC Management Group (HSCMG) promotes continuous building of collaboration among its partners, especially with regard to creative space usage, joint program integration, maintenance efficiencies and building culture. Further building of collaboration includes expansion to community partners who will assist in fulfilling the LMHSC mission of fostering collaboration for healthier communities.

Therefore, the HSCMG expects all departments or programs affected by a requested change to work collaboratively in developing a solution that is mutually satisfying to all parties.

Intent of Policy: The intent of this policy is to encourage the most efficient use of space in the HSC. Proposals that result in request for space that is currently being used by a partner are discouraged. The HSCMG is authorized to determine if a space change is **minor** (repurposing an area for a program the department currently uses) or **major** (extensive remodeling, department leaves HSC). All **major** requests will begin with Procedure B and **minor** with Procedure C. **Vacating** exclusive space follows Procedure D.

Definitions of space:

Unavailable Space

Common Space: Space that is not charged to any single partner, such as corridors, restrooms, stairwells, locker rooms, conference rooms, and electrical closets.

Shared Space: Space that is used by two or more partners and is charged to those partners proportional to their respective usage, such as storage areas and lab prep rooms with shared equipment used by multiple partners.

Exclusive Space: Space that is used exclusively by a single partner and is charged to that partner, such as faculty offices and specialized research labs.

Available Space: Space that has been announced by the HSC Management Group to be “available” and open to proposals for new uses.

Office Space: Individual office space will follow the “Faculty/Staff Office Utilization Policy.” Suites of offices would follow the “LMHSC Space Definition, Request and Review Policy.”

To request space please refer to procedures below:

Procedure A: Proposal procedures to request available space

Procedure B: Proposal procedures to request unavailable space

Procedure C: Proposal procedures to request space be repurposed

Procedure D: Vacating exclusive space

Note: It is acceptable to submit more than one proposal per partner.

Proposal Procedures to Request “Available” Space

Procedure A

1. Proposals for New Uses:

A prospective tenant will submit a proposal request to the HSCMG which states:

- a. The intended purpose for the space including the fit of the proposal with the intended use of the building/ facility.
- b. The location and amount of space needed.
- c. Estimated time usage of space (eg, hours per week).
- d. Suggested alternative location options (if available/possible).
- e. Timeframe requested to begin and end (if definable) space usage.
- f. Required remodeling or physical changes in the building and cost for intended use of the space.
- g. The necessary operating support needed and its compatibility with that of the existing physical and environmental infrastructure of the building.
- h. The existence of stipulations on space due to outside financial benefactors.
- i. The status of the party requesting space (partner or outside entity).
- j. The programs affected by the proposal and their response to the proposal.
- k. Appropriate clearance or approval from proposing body’s administration.
- l. A statement from one of the initiator’s LMHSC Board representative that the respective organization is in agreement of the concept moving forward.

If necessary, the HSCMG may request clarification of information or more information, in writing or in person, from the prospective tenant.

2. Recommendation of the proposal to the LMHSC Board

The HSCMG will review the proposal(s) and forward to the LMHSC Board:

- a. A summary of the proposal(s)
- b. The HSCMG recommendation
- c. A summary of why the recommended proposal was chosen

The LMHSC Board will vote on the HSCMG recommendation and the LMHSC Board decision is final.

If the LMHSC Board approves the recommendation, a timeline for occupation of space needs to be submitted to the HSC Management Group within thirty days from the Board’s approval. The HSC Management Group will review and approve the timeline. Any changes to the timeline must be approved by the HSC Management Group. If timeline dates are not met, the HSC Management Group retains the right to revoke the approved proposal.

Proposal Procedures to Request “Unavailable” Space: (Common, Shared, or Exclusive Space)

Procedure B

**Note: Proposing a new use for space that is currently “unavailable” is highly discouraged.*

1. Forward a brief request to the HSCMG asking for the unavailable space to become designated as “available” space. The request must include:

- a. An overview of the current use of the space
- b. Identification of partner(s) currently using the space
- c. Option(s) for relocation for the current users
- d. A statement by the current user(s) occupying the space stating one of the following:
 - i. The change will not affect my/our department
 - ii. A willingness to discuss further, outlining any concerns (if applicable)
 - iii. A statement of disagreement, outlining the reason(s).

This should be e-mailed to both Joanne Sandvick at jsandvick@uwlax.edu and to the person requesting the designation change.

- e. A statement from one of the initiator’s LMHSC Board representative that the respective organization is in agreement of the concept moving forward.

2. If the HSCMG: 1) agrees with the concept,* 2) is willing to change the status from unavailable to available and 3) the space change is considered major, then every member of the LMHSC Board, will be:

- a. Notified of the newly identified available space
- b. Provided the opportunity to comment on potential conflicts with the space request
- c. Notified of the deadline for comments and proposals, with a minimum of 30 calendar days. These comments must be in writing and sent to the HSCMG within the designated time frame. There will be no exceptions allowed to ensure a timely process is followed. If all partners respond prior to the deadline of 30 days, and therefore it is known that only one proposal is coming forth, the HSCMG can move the proposal forward prior to the end of the 30 days.
- d. Encouraged to submit a competitive proposal for the space, if applicable.

3. Proposals will then follow the process for available space outlined in Procedure A.

*Please note: The HSCMG’s agreement of the concept does not indicate approval of the initiator’s proposal.

Proposal Procedures to Request Space be “Repurposed” (Common, Shared, or Exclusive Space)

Procedure C

1. **Forward a brief request to the HSCMG asking for the space to be repurposed. The request must include:**
 - a. The intended purpose for the space including the fit of the proposal with the intended use of the building/ facility.
 - b. The location and amount of space needed.
 - c. Estimated time usage of space (e.g., hours per week).
 - d. Timeframe requested to begin and end (if definable) space usage.
 - e. Required remodeling or physical changes in the building and cost for intended use of the space.
 - f. The necessary operating support needed and its compatibility with that of the existing physical and environmental infrastructure of the building.
 - g. The status of the party requesting space (partner or outside entity).
 - h. The programs affected by the proposal and their response to the proposal.
 - i. Appropriate clearance or approval from proposing body’s administration.
 - j. A statement from one of the initiator’s LMHSC Board representative that the respective organization is in agreement of the concept moving forward.

If necessary, the HSCMG may request clarification of information or more information, in writing or in person, from the prospective tenant.

2. **If the HSCMG: 1) agrees with the concept and 2) determines this is a minor repurposed space change, the HSCMG will recommend and provide a summary of the proposal to the LMHSC Board for approval.**

The LMHSC Board will vote on the HSCMG recommendation and the LMHSC Board decision is final.

Procedures to Vacate Exclusive Space

Procedure D

- 1. Forward the following to the HSCMG**
 - a. Room number(s) being vacated
 - b. Reason for vacating
 - c. Timeline when space will be cleaned and available for another user

- 2. The vacated space must meet the criteria below to be released from the requesting partner's space calculation. The space will remain on the partner's space calculation until the HSCMG has determined that all criteria have been met.**
 - a. All non-HSC items have been removed.
 - b. All HSC items are clean and placed back to original condition (minus general wear and tear).
 - c. If any radio chemicals were used in the room, written proof must be provided that the lab has been decontaminated.
 - d. All chemicals should be removed from the room and counters and hoods wiped clean.
 - e. If room was painted a non-neutral color, it is the partner's responsibility to cover the expense to return the color back to neutral.

- 3. Once the space is vacated, all partners will be made aware the space is available for proposals via Procedure A.**

If there are no requests for the space within thirty days following the initial announcement of availability, the space will remain available and not allocated to any partner's space calculation. Partners may submit a request for the space (Procedure A) at any time in the future.

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