

Applicable Employee Classes:	Effective Date:	Approved by:  Dr. T. Dwayne McCay, President
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Space Allocation Policy

Policy:

All requests for assignment of space, reassignment of space, modifications to space, changes in use of space, and any moves inter-departmentally or intra-departmentally must be submitted to Facilities Operations via Work Order similar in process to the Facilities Work Order Policy and Procedure currently in effect.

Procedure:

A Work Order is initiated by the cognizant Vice President or Dean.

Move requests submitted directly to Property Administration must be forwarded to Facilities Operations to ensure a Work Order is appropriately initiated for the request.

Signatures must be obtained prior to submission of Work Order to Facilities Operations including initiator and Senior Vice President, or President in cases where the initiator is a direct report to the President.

The Vice President for Facilities Operations will approve and assign to the Space Manager.

Space Manager will consult with Deans, Department Heads, Vice Presidents, Senior Vice Presidents and/or others as appropriate to identify available spaces that satisfy the requirements of the request in terms of location, size, utility requirements, code issues, and any other potential issues associated with the request.

In cases where agreement with the recommended solution cannot be reached, the appropriate Senior Vice Presidents will be consulted for resolution.

The Space Manager will coordinate any required design and estimates of cost associated with the request.

The Work Order will be processed and forwarded to the appropriate Senior Vice President for approval, and then to the President for final approval.

The approved Work Order is returned to Facilities Operations for implementation. No work will begin until confirmation that the cited account is funded and the appropriate budget transfers have been completed.

Facilities Operations will maintain the Space Utilization Database. Updates will be made as changes occur and annual audits will be performed to verify accuracy.

Current Date _____ Requested Completion Date _____

Initiator _____ Email _____ Ext. _____

Department Requesting _____

Dean/Vice President Signature _____

Sr Vice/President Signature _____
(Required before submission to Facilities Operations)

BUILDING NAME: _____

OFFICIAL USE ONLY
WORK ORDER NUMBER _____
PROJECT COORDINATOR _____
BUILDING CODE _____
DATE COMPLETED _____

WORK DESCRIPTION:

See www.facilities.fit.edu for detailed instructions for the Work Order process. Generally, all work requiring materials purchases or the use of outside vendors requires a Work Order. An estimate of cost will be returned to the initiator to fund the work and receive proper approvals before Facilities Operations proceeds.

AUTHORIZATION TO PROCEED WITH CHARGES						
	Estimate (see attached)	Change Order #1	Change Order #2	Change Order #3	Revised Total Cost	
Facilities Labor						
Materials						
Outside Services						
Total Project Cost						
Charge to Dept.						
JV	Index	Fund	Org.	Acct. Code	Prog.	Activity Code
				74236		
Date to Proceed _____						
DATE OUT	PRINTED NAME		SIGNATURE		DATE	
_____	Project Coordinator for Estimate		_____		_____	
_____	Vice President Facilities		Chad Shultz		_____	
_____	Requesting Dean/VP		_____		_____	
_____	Research Office (If grant funded)		_____		_____	
_____	SVPAASA (Academic)		_____		_____	
_____	Sr Vice President (If over \$500)		_____		_____	
_____	President (If over \$50,000)		_____		_____	

Florida Institute of Technology • Office of Facilities Operations

150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674- 8038 • Fax: (321) 674-7257
facilities@fit.edu • www.facilities.fit.edu