

## STANDARD ADMINISTRATIVE PROCEDURE

### **51.99.99.G0.01 Space Request and Renovation Standard Administration Procedures**

*Approved September 14, 2000*

*Revised May 17, 2007*

*Revised May 4, 2010*

*Revised July 10, 2013*

*Next scheduled review: July 10, 2018*

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#### **Reason for Procedure**

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To ensure consistency in the identification of funding sources and approval of renovation and/or additional classroom, office, laboratory or other operational space requests submitted by a department or organizational unit of TAMUG.

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#### **Official Procedure/Responsibilities/Process**

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The following procedure will be utilized as follows:

1. Requesting department will generate request for additional operating space and/or request for renovation of existing space on Space Request and Funding Identification Form.
  - 1.1 Department head must approve request prior to being forwarded to Facilities Services for cost estimates.
  - 1.2 Facilities Services will provide cost estimates in a timely manner in writing and will return route to Associate Vice President of Administration.
2. Associate Vice President of Administration will route request to the Chairperson of the Committee for the Built Environment and Space Allocation for review and recommendation by the committee.
  - 2.1 The Committee for the Built Environment and Space Allocation may either approve the request with or without modifications to the original request.
  - 2.2 The Committee for the Built Environment and Space Allocation may deny the request and return it to the originating department with recommendations for changes and resubmission or a recommendation against resubmission. All paperwork for requests that are ultimately denied by the committee should be returned to the Associate Vice President for Administration.

- 2.3 If approved by the Committee for the Built Environment and Space Allocation, the request will be returned to the Associate Vice President for Administration to secure approval from requesting department's appropriate Vice President.
  - 2.4 Associate Vice President for Administration will route request with cost estimates and funding source identification (including Principle Investigator contributions for research-related requests) to the Vice President for Finance for review and recommendations.
2. The Vice President for Finance will review funding sources and either support request or return request to department with recommendations.
    - 3.1 If supported by the Vice President for Finance, all paperwork is routed to the CEO for final approval.
    - 3.2 If not supported by the Vice President for Finance, all paperwork is returned to the Associate Vice President for Administration
  4. The CEO will forward the final recommendation to the Associate Vice President for Administration. Requesting department will be notified of final recommendation.
  5. Exceptions to these procedures as provided must be approved by the CEO in writing prior to the initiation by the requesting party.
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#### **Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 51.04](#)

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#### **Contact Office**

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