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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: August 31, 2021

TO: William A. Covino, President

FROM: Barbara Queen, AVP, Facilities, Planning, Design and Construction

CC: Joyce Williams, Vice President, Administration and Chief Financial Officer

SUBJECT: Space Management Subcommittee Recommendation

DocuSigned by: Barbara Queen 6E6745D9D82849D... 9/3/2021 | 13:22 PM PDT

DocuSigned by: Joyce Williams 794C6548... 9/3/2021 | 13:32 PM PDT

The Space Management Subcommittee voted via email through Qualtrics on August 26, 2021. The following recommendation is hereby submitted for your review.

REQUEST #1. The Subcommittee recommends the approval of a new entrance to USU 203E as requested by Associated Students, Incorporated.

x Approved Not Approved

DocuSigned by: William Covino

William A. Covino, President

9/3/2021 | 15:06 PM PDT
Date

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Appendix 8.3

SPACE CHANGE REQUEST

Instructions: Refer to AP 007, pages 13-15. Use **DocuSign** to route form and checklist for signatures. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests first. All requests are reviewed by Information Technology Services (ITS), Facilities Services (FS) and Environmental Health and Safety (EHS) prior to review by the Space Management Subcommittee (SMS). Upon SMS review and vote, recommendations are routed to the president for final review.

ORGANIZATION UNIT: ASI, bpeake@calstatela.edu, 714-931-6219

EXTENSION:

DEPARTMENT HEAD (Please Print): Barnaby Peake

SIGNATURE: DocuSigned by: Barnaby Peake 6B841EF401EF47E...

DATE: 7/19/2021 | 13:21 PM PDT

SPACE REQUEST:

Removal of an existing interior door from one office to another and closing the resulting wall opening. Cutting a new door opening and installing a new frame and door for an interior office. WO 202007278, remodel 203E

RATIONALE FOR REQUEST (Attach additional page(s) as needed):

The existing Executive Director's office in the ASI suite of the USU does not have a direct doorway into the office. Visitors must walk through another office first. ASI wants to close the pass-through doorway and make a new door for the Executive Director's office that opens into the common area of the ASI office suite.

HOW IS THIS NEED CURRENTLY BEING MET?

Access to the Executive Director's office is only through another office.

ITEMIZE BUDGETED POSITIONS Include funding source to be used in proposed space:

ASI has funding available for this project

RENOVATION EXPENSE Provide budget amount and funding source. This will be reviewed by FS to confirm within range and revisited with a formal estimate once project is approved.:

Awaiting a quote from Facilities

When is this project needed to be complete: Before start of Fall semester

ITS Approval ☐ Approved ☐ N/A — DocuSigned by: Toshia Pham 13C87946B470... — Date: 8/18/2021 | 13:29 PM PDT

Approval by Dean or Senior Manager — Date

Chair, Academic Affairs Space Advisory Group ☐ Approved ☐ Not Approved — Date

Action taken by Space Management Subcommittee:

Chair, Space Management Subcommittee — Date

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GUIDELINES FOR SPACE MANAGEMENT SUBCOMMITTEE

EVALUATION OF SPACE CHANGE REQUEST

In completing the Space Change Request form, please provide all pertinent information so that committee members can evaluate how this request will:

1. Facilitate instruction at the program level and affect the overall instructional program of the University.

2. Improve instructional support.

3. Improve institutional support.

4. Impact on classroom scheduling.

5. Positively affect student, faculty, and staff morale.

6. Improve the image of the University.

7. Facilitate community service.

8. Improve physical accessibility.

In addition, the Committee will review the request to ensure that it:

1. Includes adequate financial planning for implementation as well as on-going costs.

2. Meets health and safety codes.

3. Is compatible with the Academic Master Plan.

4. Is compatible with the Physical Master Plan.

5. Meets Chancellor's Office guidelines (capacity, utilization, and space use standards).

6. Has endorsement of the Dean or Senior Manager.

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Appendix 8.4.

Guidelines for Completing the Space Change Request form

1. Overview
   The Space Change Request process facilitates the approval of the conceptual project, which is the first step to getting a project on campus started. A budget and funding source is required to ensure the requester can fund the project. Once the project goes through the approval process, Facilities Services will provide a formal estimate. This is when the project is added to the project queue. Please note that some projects may take up to a year to get started, depending on the existing project list.

   Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests prior to review by campus Space Management Subcommittee (SMS). See attached process map.

2. Space Request:
   Provide a brief description of what the job entails. Keep in mind this form is to request conceptual approval. All projects must be assigned a position in the project list.

3. Rationale for Request:
   Provide an explanation for the basis of the request. For example, indicate whether the project will improve instructional or institutional support. Guidelines to be used by the SMS are attached to the Space Change Request form and may be used as a guide in completing this section.

4. How Is This Need Currently Being Met:
   Indicate the function of space as presently assigned.

5. Itemized Budgeted Positions:
   Indicate all funded positions that will be assigned to the proposed area space. Also include the source of funding for each position, i.e., grants, general fund, etc.

6. Renovation Expense:
   Indicate budget and chart field for project funding source. Budget will be reviewed by Facilities Services to confirm within range and revisited with formal estimate once project is approved.

7. Indicate, if appropriate, whether a specific period of time is a necessity for either beginning renovation or for occupancy. This may be critical to research grant space.

8. Approved by Information Technology Services (ITS):
   The appropriate ITS administrator will sign all space change requests to acknowledge awareness or approval for those involving campus telecommunications infrastructure development.

9. Approved by Dean or Senior Manager:
   All space requests must be signed by the appropriate Dean/Senior Manager and dated.

10. Action Taken by Space Management Subcommittee:
    Do not complete.

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Appendix 8.5.

Space Change Request Checklist

Directions: The space change request name, building, floor and room(s) must be completed by requestor. The remainder is to be completed by Facilities Services (FS) and Environmental Health and Safety (EHS) and submitted as part of the Space Change Request package submitted to the Space Management Subcommittee.

Space Change Request Name: Remodel ASI Executive Director's Office

Building: USU Floor: 2 Room(s): 203E

1. **Electrical Impact:** ☐ YES ☐ NO
   Explanation:
   Unknow at this time

2. **Plumbing Impact:** ☐ YES ☐ NO
   Explanation:
   Unknown at this time

3. **Refrigeration/ HVAC Impact:** ☐ YES ☐ NO
   Explanation:
   Unknown at this time

4. **Space Utilization Impact:** ☐ YES ☐ NO
   Explanation:
   Unknown at this time

5. **ADA Compliance:** ☐ YES ☐ NO
   Explanation:

   Unknown at this time

Comments:

Reviewed & Completed by:

DocuSigned by:
Michael Murray
Director, Facilities Services

7/23/2021 | 10:01 AM PDT
Date

Per B.Queen, approval voided
Director, EHS

Date

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Voting by the Space Management Subcommittee was held via email through the use of Qualtrics. Results shown below.

Add Filter

Recorded Responses 4
Responses in Progress 0

With Selected

Page 1 of 1

Export & Import | Edit | Tools

Recorded Date	Q2 - Questions and/or Comments	Q3 - Please input your name below. Thank you.	QID1 - USU 203E - ASI - New entrance to executive director's office	Actions
Aug 26, 2021 4:15 PM	It does not appear to have any IT or Telephone relocations based on the description of work.	Jason Solis	In Favor	
Aug 23, 2021 11:00 AM	I've worked out of that office and this change is appropriate and needed.	Betty Kennedy	In Favor	
Aug 22, 2021 8:48 PM		Steven Frenda	In Favor	
Aug 22, 2021 3:31 PM		Daniel Lee	In Favor	

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