

Space Overview

- Departments are responsible for maintaining the space assigned to them in an orderly condition. Corridors must have a minimum 46 inches of clearance and exit doors should never be blocked or obstructed.
- Departments are provided funds, as part of their operating budget, to address space upkeep and maintenance needs such as; carpet cleaning, painting, and special cleanings. It is important that these steps are taken periodically to keep our spaces serviceable and enjoyable for all. Please be sure to coordinate these efforts with SOH Facilities.
- Departments are responsible for maintaining accurate key logs for the space assigned to them. Building entry keys are not assigned to Graduate Students or TA's.
- SOH Facilities will evaluate office spaces for all new incoming faculty members and determine if the space should be renovated, in which case these costs are incurred by SOH Facilities.
- Departments undertaking any renovations (self-funded or partnered with the Dean's Office) must coordinate the project through SOH Facilities.

Departments may submit ideas to be considered by the School for the Small Capital Improvement Program. Capital Planning will issue a call to the School (usually during winter quarter) for renovation proposals. To qualify, the project must be over \$20,000 and less than \$1 million and meet criteria set forth by the campus. This usually includes:

- Accommodate new faculty hires.
- Improve instructional space.
- Correct critical life-safety deficiencies.

Furniture and equipment cannot be purchased with small cap funds and are not considered part of a project proposal.

Please contact the Director of Facilities for project consideration.

- Departments may request additional space by submitting a formal request letter to the Dean, Assistant Dean, and Director of Facilities. All requests will initiate an audit of the assigned spaces to ensure compliance with the School Space Policy.