

# KUTZTOWN UNIVERSITY

## SPACE ALLOCATION AND RENOVATION COMMITTEE SARC

### MEMORANDUM

#### I. Purpose of the Committee

The Committee will have two major purposes:

- (1) Review and make recommendations to the Vice President for Administration and Finance regarding any change in building, room, or outdoor space function; excluding auxiliaries and non-University owned property. This pertains only to space or scheduling issues that alter functional use.
- (2) Review, schedule for in-house or contract performance, and identify funds for major renovations and alterations. Major renovations are defined as a service, which totally or partially upgrades a facility space or campus area to higher standards of quality or efficiency. Examples of major renovations are mechanical or electrical system upgrades (adding air conditioning, replacement of ceiling grids and lighting, etc.) or architectural improvements (carpet on floors, painting for reasons other than upkeep, etc.) Alterations are defined as the changing of internal arrangement or other physical characteristics of an existing facility space or campus area so that it may be effectively used for a different purpose. Examples would be conversion of a classroom into office spaces or division of a single office into suites.

#### II. Procedures for the Committee

The Committee will use the following procedures:

- (1) Requests for changes in any areas described above will come to the committee from the appropriate Cabinet Officer. The request will include a statement of the need for the change, the current use of the room, provisions for accommodating any displaced classes, activities or other functions and any renovations necessary to carry out the change in use. The Screening Sub Committee will review the request and make recommendations to the Committee prior to its review.
- (2) Members of the Screening Sub Committee are: Assistant to the Provost, Vice President for Information Technology or designee, Director of Facilities Management and Construction, Vice President for Student Affairs or designee.
- (3) The Screening Sub Committee members will support the Committee by supplying them with appropriate information required to make a committee based decision.

(4) We will ask the appropriate Cabinet Officer to designate to their areas the procedures necessary.

(5) The Screening Sub Committee will develop a form for standardization of request

12/7/01  
Updated