

Sul Ross State University  
& Rio Grande College

## SPACE ALLOCATION, REVISION, AND RENOVATION REQUEST PROCEDURES

The SRSU Facilities Planning, Construction & Operations (FPCO) department reports all space allocations. There are multiple processes by which SRSU allocates space, renovates space, and funds renovations. The following table identifies the various approval levels.

<b>Approvals required for the Following Circumstances</b>			
Space Allocation		Facilities (FPCO) Approval Required Prior to Change	Other Approvals
Allocation of space is within a College or Department and there is no change in primary function of space		No	None: However, the Facilities Inventory Coordinator (FIC) must be notified within 30 days to update room inventory.
Allocation of space is between one College or Department		Yes	VP of Academic Affairs (VPAA) and/or Vice President of Finance & Operations (VPFO)
The primary function of a space is changes (e.g. converting classrooms, laboratories, residence hall rooms, and library space to some other use) regardless if there is no change in ownership		Yes	Department Dean, VPAA and Executive Committee
<b>Renovation - does not include routine painting or replacing carpet, does include modifying the room with a new door, and reconfiguring a room with new walls, etc.</b>			
Total cost is less than \$5,000		Yes	VPFO, VPAA, and AVPFPCO
Total cost is more than \$5,000 but less than \$25,000		Yes	VPFO, VPAA, AVPFPCO, and Executive Committee
Total cost is more than \$25,000		Yes	President, VPFO, VPAA, AVPFPCO, and Executive Committee

**Process:**

- \* Complete a Space Request/Revision Form. Attach any relevant supporting material.
- \* Complete plans showing the desired renovation. **NOTE: Renovations such as carpet replacement and painting do not require approval unless funds are needed.**
- \* Obtain signature endorsements from Dean/Vice President/Provost as necessary\*\*.
- \* Submit approved form with attached plans to the Associate Vice President of Facilities Planning, Construction & Operations (AVPFPCO).
- \* AVPFPCO forwards request and plans to the Physical Plant and assigns the project to the appropriate Physical Plant Superintendent or Shop.

\*\* Refer to the chart above for approval levels.

