

FAQ's

What is the Space Modification Committee and who are the members?

The university has implemented a procedure to streamline and standardize space modification and design requests. Often a request to change a space can affect many things that a requestor might not think about right away which requires the coordination of many departments. Cross coordination preserves adherence to codes and standards as well as provides a conduit for project and budget alignment with university strategic goals.

The committee consists of representatives from various departments on campus that could be impacted by the various types of requests for space modification or design. Areas such as Academics, Information Technology Services, the Physical Plant, Procurement and Property Services, the Safety Office and University Affairs have a presence on the committee. Other areas are called upon for consultation when requests with specific scope are submitted.

Why do I have to submit a Request for Space Modification or Design?

Often times a request to change a space results can affect many things that a requestor may not think about right away.

Example: Converting one large space into multiple smaller spaces. The heating and air conditioning, lighting and life safety devices must be adjusted accordingly. Additional power and data may be required depending on the use of the space; this may require the building electrical and data service to be upgrade. Likewise, removing any portion of a wall, door or built-in cabinetry may require the flooring in the entire space to be replaced.

Any requests for work *or estimates for work* falling under the categories listed below are required to be submitted for Vice President approval through the Space Modification Committee.

- Finishes: painting, wall covering, flooring, cabinetry/ millwork or building signage
- Structural Remodel: project includes moving or adding walls, doors, storage areas, etc.
- Building System Remodel: project includes changes to, addition or deletion of electrical, HVAC, voice/data, water, other infrastructure, etc.
- Space Function Change: project includes changing the use of a space
- New Space Request: request to obtain new real estate, building on existing real estate, utilize currently unused space, utilize space that belongs to another department, etc.
- Technology: visual display systems, classroom and conference room technology, computer labs, etc.
- Equipment: changes, additions, or removal of fixed or stationary equipment which affects the building structure, systems, or finishes.

REQUEST FOR SPACE MODIFICATION OR DESIGN

How do I submit a Request for Space Modification or Design?

The Request for Space Modification or Design form can be found on the SFA Business Forms page. The form is in electronic format which includes automatic routing for review and approval before final submission to the Committee. You can create new, view current, and track the status of your requests here. Instructions for submitting are found under the FAQ's section of the form page.

When completing the form, please be sure to fill in each section with as much detail as possible. Stating *why* the requested modification or item is required and *how* it will benefit the department and/or students and *what implications* can be expected if not approved.

Additional documentation may be sent to spacemod@sfasu.edu.