Requests to move individuals, departments or change space assignments will initially be reviewed by the UNM Los Alamos Space Allocation Committee. The Committee will make recommendations to the Chief Executive Officer for consideration and approval.

**ALLOCATION AND ASSIGNMENT OF SPACE  
UNIVERSITY OF NEW MEXICO AT LOS ALAMOS**

**1. General**

The University shall make the most efficient use of limited existing space to further its mission of education and public service. Directors and department heads are responsible for making efficient, effective use of space assigned to them. The University uses a proactive, collaborative process for space planning and allocation. This process will strive to anticipate future needs and seek to reduce instances of functional mismatches between space characteristics and occupant needs.  The University places high value on clustering activities to promote desirable interaction and user convenience. Recommendations for space utilization will be made by the UNM-LA Space Allocation Committee in accordance with the guidelines and criteria provided.

**2. UNM-Los Alamos Space Allocation Committee**

The UNM-Los Alamos Space Allocation Committee is appointed by the Chief Executive Officer to oversee the allocation and utilization of space owned or leased for use by campus departments or programs.  Membership will include designees from the Auxiliary Operations, Business Operations, Information & Instructional Technology Services, Students Services and the Office of Instruction.

**3. Space Allocation Decision Criteria**

Functions or programs that address the institutional strategic plans and objectives will be given priority over competing requests for space.  Space allocation decisions will be made on a case-by-case basis based on:

* centrality to the University's mission, vision, and values;
* user productivity;
* cost;
* availability of funding;
* appropriateness of the size of the space for the need; and
* adequacy, location, and functionality of existing and proposed space allocations.

When there are multiple requests for new or existing unallocated space, the Space Allocation Committee will be generally guided by the highest priority to serve our students and constituents.

**4. Requests for Additions or Changes in Allocated Space**

The Chief Executive Officer and Space Allocation Committee will accept and review requests for changes in space allocation and utilization throughout the year. Departments needing on-campus space must electronically submit a completed Space Request Form (SRF) available at <http://losalamos.unm.edu/faculty-staff/forms/space-request-2015.docx>.

The applicant will describe the need and reason for additional or new space and email the completed form to [UNMLA\_SPACECOM-L@list.unm.edu](mailto:UNMLA_SPACECOM-L@list.unm.edu), for consideration by the space allocation committee. Once reviewed, the committee will forward its recommendations to the Chief Executive Officer for a final determination. Since some of the requested actions and the committee decisions will have financial implications, the committee will coordinate decisions with the capital budget planning process as needed. Department heads are encouraged to identify anticipated space need issues as part of the annual capital improvement projects planning process to assure consideration in the capital budget plan for the next year.

**5. Accessibility**

The Americans with Disabilities Act (ADA), a Federal civil rights law, requires the University to ensure access without discrimination on the basis of disability. Space allocation requests, which may result in the compromise of this requirement, must include funding, and designate the funding sources, for the work required to achieve compliance to the ADA. Work related to space allocation requests must not only comply with current national accessibility standards, but must also meet current UNM accessibility standards, which go beyond the national standards. This work must also support, and coordinate with, the University’s ADA Transition Plan. In no case will an inaccessible circumstance be created nor an existing accessible circumstance be rendered inaccessible because of activities related to allocation or reallocation.

**6. Space Requests Made by Special Projects, Grants or Special Funding**

The process of applying for a grant shall include analysis of all space needs that the grant or funding requests may require.  If the department does not have sufficient space to accommodate project specifications, a Space Request Form must be completed.  If there is no available space on campus, other alternatives must be considered prior to grant, funds or special project submittal.

**7. Space Allocation Committee**

The Space Allocation Committee should review the request and communicate to all parties impacted by the request their recommendation in a timely manner. The committee may recommend to:

* approve the request;
* approve an alternative solution;
* approve the request subject to allocation of funds in the capital budget plan;
* request additional information before action is taken; or
* deny the request.

The committee, after approval of the request by the Chief Executive Officer will send a Space Allocation written statement outlining the allocation of space to the appropriate UNM-Los Alamos departments or units.

**8**[**.  Reconsideration**](http://www.unm.edu/~ubppm/ubppmanual/5200.htm#4.)

[The Chief Executive Officer has final authority for all space allocation decisions. Requests for reconsideration of Space Allocation Committee recommendations may be submitted to the CEO for review.](http://www.unm.edu/~ubppm/ubppmanual/5200.htm#4.)