South Seattle College Space Guidelines
(Approved by President's Cabinet on January 23, 2018)
Revised October 2023

Space is an important resource that enables South Seattle College to deliver our mission and serve our students. Space is a college-wide resource and is allocated to best serve the needs of the entire college, thus space will be re-allocated as program and service needs change. Space allocation is challenging given that spaces are relatively fixed and not easily modified. The role of space in the workplace has also evolved where there are more remote workers and options for where work gets done.

Decisions regarding space allocation are based on the following principles:

1. *Student Success:* How does this space request directly impact student success?

2. *Alignment between function, position, and space.* For example, is this space a function or employee who serves as the first point of contract and is easily accessible and visible to students and other employees who regularly interact with the space or position? Furthermore, does this space and function support or improve the efficiencies of nearby functions and operations (e.g. registration and financial aid). How does this foster collaboration and productive working relationships)

3. *Maximizing utilization.* Space should be used for the most amount of time possible. For example, is the space being used by an employee who is on site the majority of time or is it a space shared by multiple employees that has the space inhabited the majority of the working week?

4. *Equitable amount of space.* According to NACUBO (National Association for College and University Business Officers), 50 sq. ft is standard for a full-time workstation; 100 sq. ft for employees with some meetings, and 150-200+ sq. ft for employees with frequent meetings with multiple people. How do these standards apply to the position(s) requesting space?

5. *Long-term planning and minimal disruption.* Relocation is costly in terms of staff time, lost productivity, supplies, and materials. Thus, efforts are made to ensure space is sufficient for long-term needs and relocations are minimized. It is important to assess the furniture needs before moving and minimize furniture relocation requests whenever possible. Vacant or otherwise desirable space may not be engineered or designed to accommodate an anticipated use. Heating and ventilation, lighting, and access are all designed in a space for a specific use and changes to these systems may be necessary to accommodate a new use. An assessment of systems support for a new use is a necessary part of the approval process, where budget, schedule, and overall environmental impacts provide the necessary background for planning and college prioritization. How does this space request address and account for long term planning and minimal disruption as defined above?

South Seattle College
Request for New or Additional Space

I. CONTACT INFORMATION:			
Requesting Program and/or Service:		Date:	
Name:	Phone:	Email:	

II. DESCRIPTION OF DEPARTMENT:	
A. Is this Request for a new program and/or service?	Yes ☐ No ☐
B. Briefly describe the function of your program and/or service, including the responsibilities of those who will occupy the space.	
C. Number of full-time employees _____, Number of part-time employees _____	
D. Do you anticipate the number of people in your program and/or service increasing within the next two years?	Yes ☐ No ☐
E. If yes, indicate anticipated growth: Number of full-time faculty _____, Number of part-time faculty _____, Number of FT staff _____, Number of PT staff _____	
F. How much space do you currently have? (total assignable square feet)	
G. Is this a compliance and or grant requirement?	Yes ☐ No ☐

III. REQUEST FOR SPACE:

A. Describe why new/additional space is needed, including how this new/additional space will help the college achieve one or more goals in the strategic plan. Attach supporting documents if appropriate. Please note ADA Accommodations will be made in accordance with ADA when required. Address the implications to your program/service if additional space is not approved.

Please explain how this space request and/or space allocation aligns with the six guiding principles for space allocation explained above. Include specific details, answering the questions posed in the definitions of each principle. Include appropriate documentation.

1. Student Success
2. Alignment between function, position, and space
3. Maximizing Utilization of Space
4. Equitable Amount of Space
5. Long term planning/Minimal Disruption

B. New space will be used for: Instruction ☐ Student Services ☐ Administration ☐ Storage ☐ Other ☐
Other, please specify

C. What attempts have been made to locate space within your current space allocation? Has underutilized space been assessed to solve this need? Have shared space possibilities been explored?

D. What is the plan for the department and/or personnel impacted by this space request? Please invite impacted department managers and personnel to complete this section.

E. Date Desired:	E: Date Needed:

F: Provide information on any time constraints that may affect the timing of allocation of the space.

IV. BUDGET/CHARTSTRING:

RECOMMENDATION SIGNATURES (The signatures below indicate agreement that the space request should be considered. Recommendation to proceed does not indicate a guarantee of space for the purpose outlined in this request.)		
Director/Dean/Supervisor:	Signature:	Date:
Vice President:	Signature:	Date:

*The budget number indicated on your Space Request Form will be charged for these expenses. Attach any and all Purchase Requisitions related to this move to this form.

Administrators are empowered to re-assign space within their existing space allocation at their discretion. Please refer to *THIS DOCUMENT SHOWING LIST OF ASSIGNED SPACES AND OCCUPANTS PER DEPARMENT* and follow the policy required for space changes in those departments. Space changes will be communicated to the effected area(s).

President's Cabinet approval of Space Requests form is required when:
- Vacant space becomes available
- A department, and college within Seattle Colleges, and/or Siegel Center requests space outside of their assigned space(s)
- A new space is being created/built
- Space is going away

Space Checklist

The Space Checklist is a tool to assist all parties involved in the moving process. This check-list outlines important steps and various pre and post items to keep in mind. Please be sure to include this with your Space Request Form.

- ☐ Have you determined the financial cost and budget chart string(s) for the cost(s)?
- ☐ Have you talked with facilities to determine the cost and labor required for this space move? (paint, minor construction, carpet cleaning, etc.?)
- ☐ How has this space been coordinated with other campus activities and/or space moves?
- ☐ How many phone lines will be moved to the new space?
- ☐ How many computers/printers will be moved to the new space?
- ☐ Are you purchasing additional phone lines, computers or other equipment for the new space? If so, please describe below. * (note: the college has specific equipment and computer standards, contact IT for more information)
- ☐ Do you require new keys for the space? If so, how many? * (old keys will need to be turned in before new keys can be issued, please complete a key request form, found here: http://resources.southseattle.edu/southnet/campserv.html)
- ☐ Has the space and its use been assessed for ADA compliance?

Facilities Review

Completed Space Request Forms are brought to a facility review meeting which includes the Executive Director of Campus Operations, Campus Services and IT representatives. This team will review the request and reach out if additional information is required. Once approved, it will be forwarded to the department and VP.

Approved Space Request Form- All approved Space Request Forms need to be presented to Cabinet. VP overseeing the department making the request will present to the Cabinet members.

- [ ] Once the Space Request Form is approved, submit an **inventory list** (see attached example) of all furniture items that need to be moved to Campus Services. Please keep in mind: people move, not equipment. Be sure to assess the necessities including ADA requirements.
- [ ] Campus Services can provide moving boxes. Please send them a request through Megamation: https://dlweb.megamation.com/sscc/DLWEB.php/O4W_INFO_PAGE
- [ ] Submit a Help Desk Ticket to IT including the dates and times of the move to ensure proper computer, printer and phone set up.
- [ ] Notify PIO if campus maps and/or website information needs to change.
- [ ] Notify Campus Services if there is a need for sign changes.
- [ ] Send email out to campus community announcing your new space, including an updated space plan. May also need to have Student Services notify students if deemed necessary.

Cabinet review and rating process.

Conducted via Microsoft forms

Rate 6 principles according to a 4-point rating scale based on the strength of the response, both in terms of the specific principle and the concrete details provided.

4 = High
3 = Medium
2 = Low
1 = None

The 6-principle rating will provide an average for each respondent / voting Cabinet member.

The average total rating for each voting Cabinet member will then be combined to produce one average for the proposal.

Average of 1 (25%) or below will indicate a denial
Average of 1.1 (26%) - 2.0 (50%) will indicate a revision
Average of 2.1 (51%) - 3.0 (75%) will indicate further Cabinet discussion
Average of 3.1 (76%) - 4.0 (100%) will indicate approval

FOR REFERENCE IF NEEDED
Thus, departments need to maintain a list of assigned spaces and occupants. While not an exhaustive list, this applies to the following spaces:
- RSB "Horseshoe" – Faculty office space (Instruction)
- RSB North and East offices – Administrative Services
- RSB South offices – Student Services
- TEC offices – Instruction
- CAH 3rd floor office – Instruction
- NEW AUTOMOTIVE BUILDING SPACE(S)
- Georgetown- Buildings A, B, & C
- New Holly