**South Seattle College Space Guidelines**

**(Approved by President’s Cabinet on January 23, 2018)**

**Updated: August 27th 2019**

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 also challenging given that spaces are relatively fixed and not easily modified.

Decisions regarding space allocation are based on the following principles:

* *Alignment between function and space*. For example, an employee who serves as a first point-of-contact needs a space that is easily accessible and visible; an employee with multiple direct reports needs an enclosed space that accommodates private conversations.
* *Maximizing utilization*. Space should be used for the most amount of time possible. For example, an employee who works full-time at a single location or space shared by multiple employees who work part-time and/or at multiple locations.
* *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 150-200+ sq. ft for employees with frequent meetings with multiple people.
* *Co-location near frequently used services*. For example, it may be useful for IT staff to be located near the servers and for diesel classes to be held in the classrooms immediately adjacent to the diesel shop.
* *Co-location with colleagues*. When possible, department staff is located closely to take advantage of shared services and resources (i.e. administrative support, supplies, etc.). This also fosters collaboration and productive working relationships.
* *Long-term planning and minimal disruption*. Relocation is costly in terms of staff time, lost productivity, and supplies and materials. Thus, efforts are made to ensure space is sufficient for long-term needs and relocations are minimized. **Our focus is moving people not equipment.** Thus, it is important to assess the furniture needs before moving and minimize furniture relocation requests whenever possible.
* *Personal preference*. Work space is an important component of job satisfaction and efforts will be made to accommodate personal preferences whenever possible. Note that accommodations are always made in accordance with ADA when required.
* *Mechanical Assessment.* 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.

In general, departments are empowered to re-assign space within their existing space allocation at their discretion. 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

**South Seattle College**

Internal Use Only

Facilities Review:

**Request for New or Additional Space**

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| **I. CONTACT INFORMATION:** | | | | | |
| Requesting Program and/or Service: | | | | Date: | |
| Name: | | Phone: | | Email: | |
| **II. DESCRIPTION OF DEPARTMENT:** | | | | | |
| 1. Is this Request for a new program and/or service? | | | | | Yes  No |
| 1. Briefly describe the function of your program and/or service, including the responsibilities of those who will occupy the space. | | | | | |
| 1. Number of full-time employees \_\_\_\_\_\_, Number of part-time employees \_\_\_\_\_ | | | | | |
| 1. Do you anticipate the number of people in your program and/or service increasing within the next two years? | | | | | Yes  No |
| 1. If yes, indicate anticipated growth:   Number of full-time faculty \_\_\_\_\_\_, Number of part-time faculty \_\_\_\_\_, Number of FT staff \_\_\_\_\_, Number of PT staff \_\_\_\_\_ | | | | | |
| 1. How much space do you currently have? (total assignable square feet) | | | | | |
| **III. REQUEST FOR SPACE:** |  | | | | |
| 1. 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. Address the implications to your program/service if additional space is not approved. | | | | | |
| 1. New space will be used for: Instruction  Student Services  Administration  Storage  Other   Other, please specify | | | | | |
| 1. What attempts have been made to locate space within your current space allocation? Has under utilized space been assessed to solve this need? Have shared space possibilities been explored? | | | | | |
| 1. Date Desired: | | | E: Date Needed: | | |
| F: Provide information on any time constraints that may affect the timing of allocation of the space. | | | | | |
| **IV. BUDGET:** | | | | | |
| **\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**  **APPR PRG ORG** | | | | | |

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| **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: |

**Forward this completed form to:**

Lily Allen, Executive Assistant for Administrative Services

[Lily.allen@seattlecolleges.edu](mailto:Lily.allen@seattlecolleges.edu) or RSB 151

**South Seattle College**

**Space Check-List**

The Space Check-List 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.

* Are you requesting any additional work to be done in the space before moving in? (paint, minor construction, carpet cleaning, etc.?)\* If so, describe below:
* 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>)

\*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.

Facilities Review- Completed Space Request Forms are brought to a facility review meeting which includes the VPFA, Campus Services and IT representatives. This team will review requests on a monthly basis 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 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 assess the necessities including ADA requirements.
* Campus Services can provide you boxes for your move. 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.