

# Baltimore City Community College – Request for Allocation of Space

Request No. \_\_\_\_\_

(For Space Management Use Only)

## Space Allocation Guidelines:

All requests for the allocation of space must adhere to the “Baltimore City Community College – Space Allocation Guidelines”.

## Process Sequence:

1. Requester completes “Request of Allocation of Space” form and submits to Chair/Unit Leader for review/endorsement.
2. Chair/Unit Leader submits request to Dean/Division Administrator for review/endorsement.
3. Dean/Division Administrator submits request to Dean or Vice President for review/endorsement.
4. Dean or Vice President submits request to Space Management (i.e., Development Department) for review/recommendation.
5. Space Management recommends action regarding the request to the President for final determination.
6. Space Management reports final determination to the Dean or Vice President.
7. The Dean or Vice President will report the final determination to their constituents.

(If two or more units are proposing a shared space request, submit one request with the names of each unit listed on the Request Form. If more than one administrator is involved, their signatures must be obtained as well. If more than one unit reporting to the same administrator is requesting the same space, the administrator must prioritize the requests.)

## Part I: Requester Information

Name:	<input type="text"/>	Department:	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	E-Mail:	<input type="text"/>	Location:	<input type="text"/>

**Current Space:** Contact Space Management (410.462. / [KBressant-Page@bcc.edu](mailto:KBressant-Page@bcc.edu) to obtain a copy of the Department’s current space assignment and/or campus facility floor plans.

## Part II: Space Request

1. Projected Number of Occupants:  
Faculty  Staff  Students  Non-College Personnel

2. List time frame for occupancy: From:  To:

3. Identify source of funds & projected budget numbers to support this space request including all remodeling costs, furniture/equipment acquisitions, etc. (capital, grants, unit funds, etc.):

## Part III: Request Endorsement

Upon review of this request for allocation of space, I certify that this request supports the vision, goals, and mission of the Department/Unit or the College/Division.

1. Signature of Chair/Unit Leader: \_\_\_\_\_  
Printed Name:  Date:   
Priority relative to other Department/Unit space assignments – current & anticipated: High>> 1  2  3  4  5  <<Low  
Comments:

2. Signature of Dean/Division Administrator: \_\_\_\_\_  
Printed Name:  Date:   
Priority relative to other College/division space assignments – current & anticipated: High>> 1  2  3  4  5  <<Low  
Comments:

3. Signature of Dean or Vice President: \_\_\_\_\_  
Printed Name:  Date:   
Priority relative to other College/division space assignments – current & anticipated: High>> 1  2  3  4  5  <<Low  
Comments:

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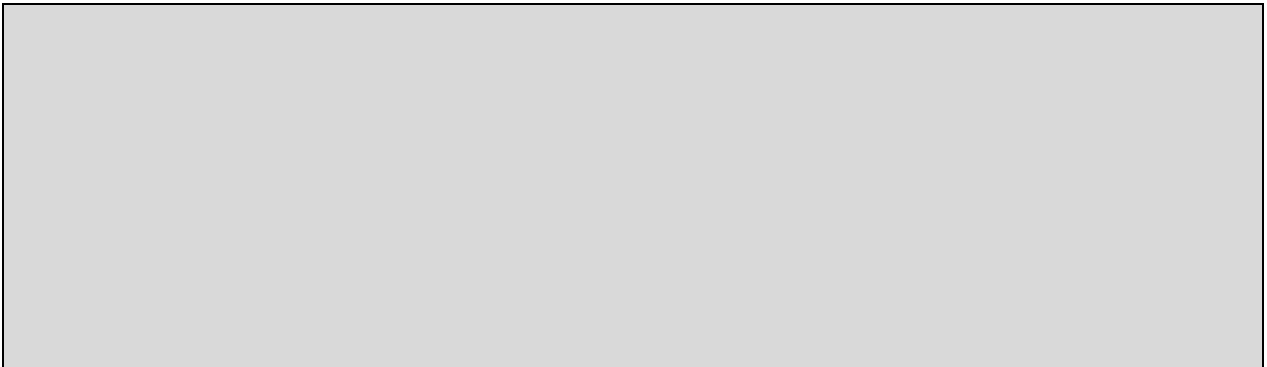
**Proposal:** The requester must thoroughly clarify and justify the importance of the request for space. It is very important to explain why this space request cannot be accommodated within current space allocations. When completing the request for space, assume that the readers do not have an in-depth knowledge of the requester’s field. All requests for space must adhere to the “Baltimore City Community College – Space Allocations Guidelines”.

- I. Executive Summary: Provide a brief description of the space being requested and how it will benefit your unit(s).

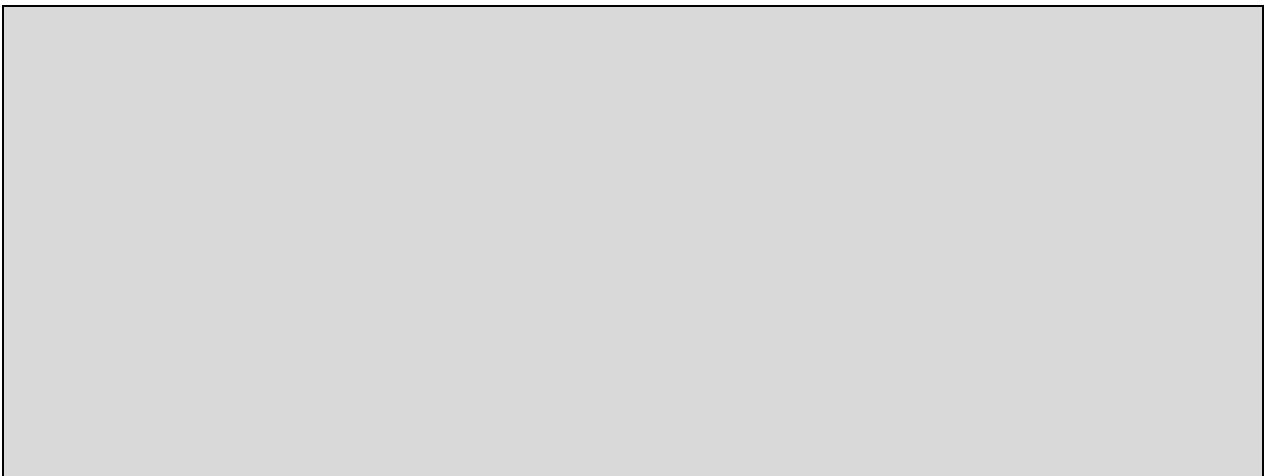


- II. Justification: Describe the anticipated impact of the items listed below.

- a. Explain why this request cannot be accommodated within current space allocations.

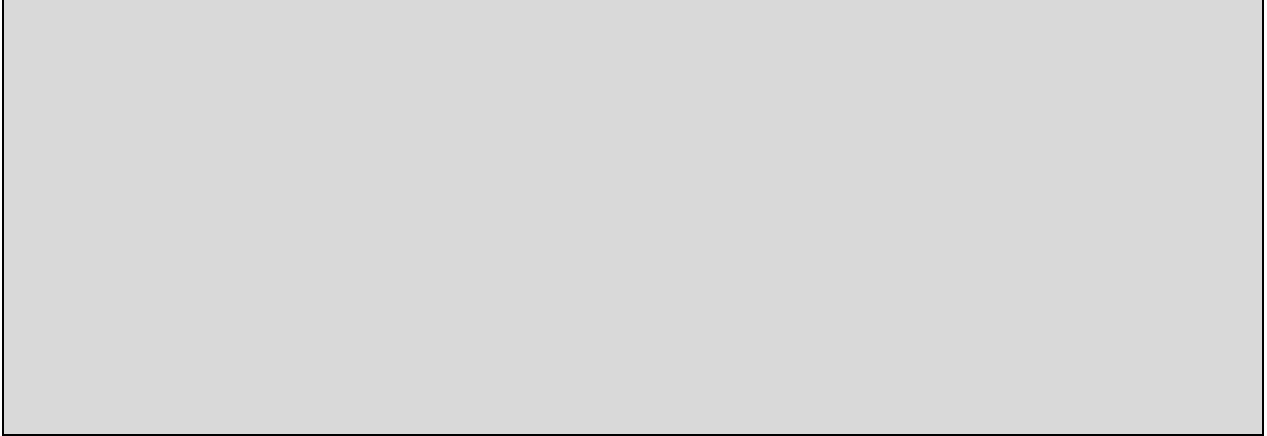


- b. Program Benefits: How will the space requested serve the programmatic needs of the requesting unit(s)? Include an explanation of how the requested space will benefit the unit(s); items such as academic deliver, program efficiency, grant or contract support, research productivity, program support, etc.

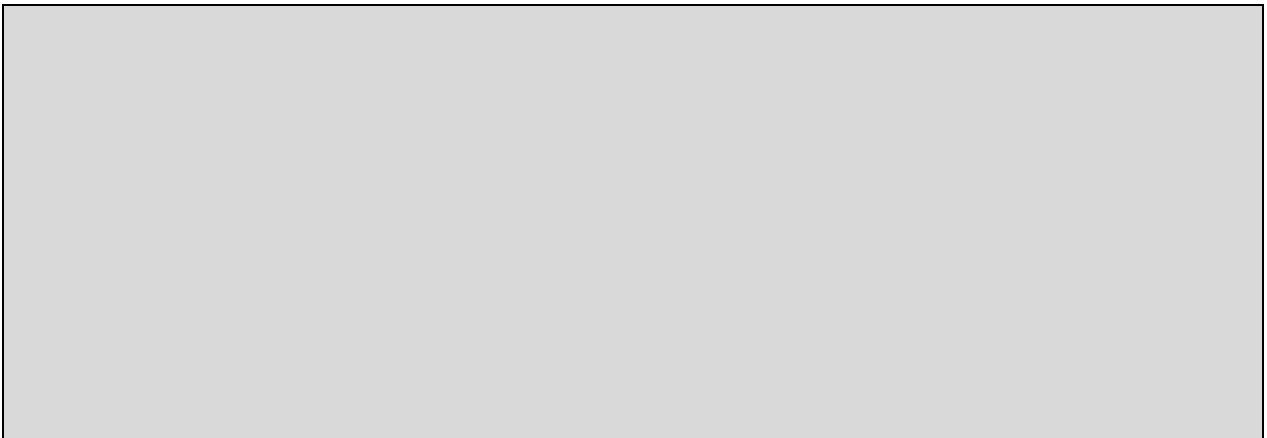


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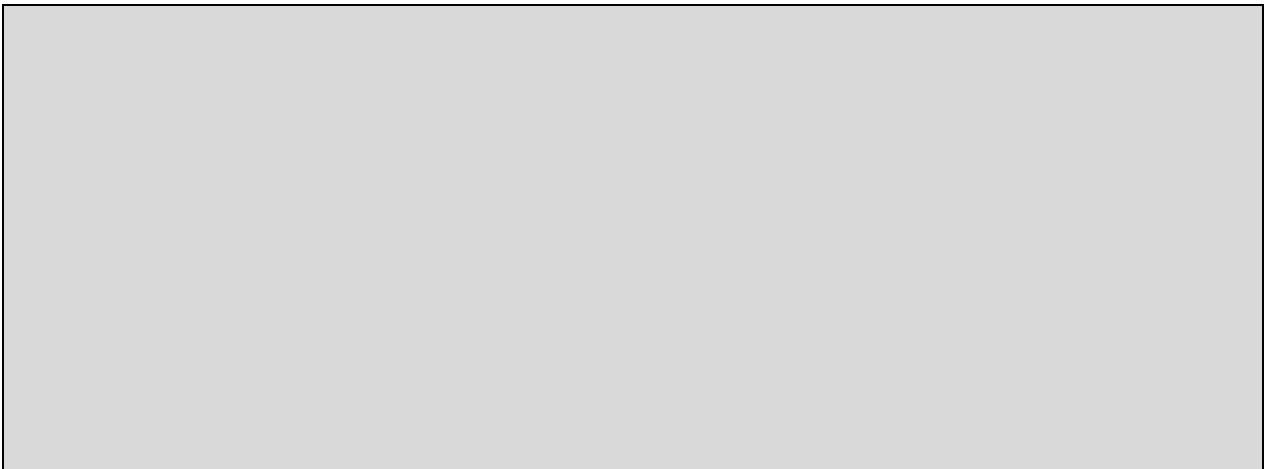
- c. **Mission & Goals:** How does this space allocation support the mission and goals of the unit(s), college, campus, etc.? How will enrollment, research productivity, outreach activities, etc. be impacted through the utilization of the proposed space?



- d. **Space Use:** Include a complete list of all the spaces being requested along with an in-depth explanation of the intended use for the spaces. List any special requirements of requested space such as location, access, equipment, adjacencies. Indicate on floor plan(s) proposed areas affected by this request.



- e. **Vacation of Space:** Identify all space to be vacated by this request. Provide a proposed timeline for the release of currently occupied space.



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- f. Remodeling Costs: Identify the *level* of remodeling costs anticipated to make the space functional for the stated purpose. Precise remodeling cost estimates are not required for this proposal.

<input type="checkbox"/> Level 1: No remodeling required
<input type="checkbox"/> Level 2: Facility requires facelift: paint, carpet, whiteboards, etc.
<input type="checkbox"/> Level 3: Facility needs furniture and special equipment, as well as items in 2 above
<input type="checkbox"/> Level 4: Facility needs significant modifications: demolition, new walls, heating & cooling upgrades, electrical & fire alarm alterations, IT improvements, etc., as well as items in 2 & 3 above
<input type="checkbox"/> Level 5: Facility needs sophisticated improvements: explosion proof wiring, fume hoods, specialized ventilation, laboratory equipment, laboratory casework, acid-resistant plumbing, humidity control, etc., as well as items in 2, 3, & 4 above
<input type="checkbox"/> Level 6: Facility needs immediate renovation relating to Life Safety

- g. Operational Costs: How will the utilization of the proposed space impact the costs of the requesting unit(s)? Will there be a cost impact on unit operations due to the space allocation? Both increased costs and cost savings must be addressed in detail. (*Examples would include cost reductions due to combining units, increased costs to maintain additional functions, increased or decreased administrative costs, etc.*)

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- h. Current Occupants: If the space being requested is currently occupied by another unit(s), identify the unit(s), and describe the current use of the space.

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- i. Non-College Personnel: If the request includes space for non-college personnel, provide a thorough explanation and justification for this use.

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