



Cornell University

# Procedure for the Reallocation of Space

Approved by the Space Use Advisory Committee; 2/9/12

## INTENT

Develop a standard process to reallocate spaces identified as excess to an occupying unit.

## SPACE BECOMES AVAILABLE AND IS APPROVED FOR REALLOCATION

- Occupying unit identifies a space as excess, no longer needed to meet unit programmatic needs
- Unit notifies Space Management Program Manager and provides available information about the space, e.g., known maintenance needs, estimated costs, annual operating expenses, etc.
- Space Management Program Manager includes the space on a Space Use Advisory Committee meeting agenda for discussion
- Space Use Advisory Committee endorses the attempt to reallocate the space through the following process or a modification of the following process, or decides the space does not merit further consideration for reallocation. *Note that the decision not to pursue reallocation of a space may result if the space is small and/or isolated within the occupying unit's footprint and/or specialized in design and/or other factors impact the practicality of a successful reallocation process. The Space Management Program Manager should identify such considerations to the SUAC.*

## REALLOCATION PROCESS

- The Space Management Program Manager distributes a solicitation for proposals to the facility directors and the financial directors; the solicitation to include:
  - A description of the space;
  - Relevant detail, including physical specifications, known needs, and cost data (as available);
  - Schedule information for a site visit by interested parties;
  - Submittal requirements and deadline for proposals (suggest 4 weeks as standard), and
  - The criteria for decision-making (below).
- Proposals must include these elements:

1. Requester/contact information
  2. A brief explanation of the program proposed for the space, including specifically who/what will occupy the space
  3. A brief explanation of how the space relates to other spaces currently used by the proposing unit(s)
  4. A brief description of the proposed physical use of the space, including the anticipated layout and required renovations/modifications envisioned for the space,
  5. Estimated timeframe to occupancy
  6. Funding source for renovations
  7. Sign-off by Dean, Vice President or Vice Provost
- Requests can be submitted by individual units; joint proposals also welcome
  - The SUAC will evaluate proposals and prioritize the top 3 proposals
  - The top-ranked successful requestor will have # months to develop a funding plan where # equals the number of months required for review during the capital planning cycle, if necessary.
  - If the first-ranked project becomes non-viable, due to funding limitations, programmatic change, etc., the space will be re-allocated to the second ranked proposal, and so on...

### CRITERIA FOR DECISION-MAKING

1. Need of the requesting unit
2. Vision for space is practically achievable, structurally appropriate, and able to achieve code compliance
3. Space enhances physical adjacencies for the proposing unit(s)
4. The plan is financially feasible

*Note: State and Contract College buildings are not fungible assets. The "private use" of State buildings is regulated. Contract College buildings must support the mission of the Contract Colleges. Therefore, reallocation of State or Contract College buildings, in whole or in significant part, will require special consideration. Proposals from within the Contract Colleges must be given priority consideration when reallocating State or Contract College buildings. Absent a demonstrated contract college need, if the decision is to reallocate such space to an endowed unit, then the Senior Vice Provost responsible for Land Grant Affairs must approve that decision. For State buildings, ownership must then be verified and the building must be released by SUNY, with or without cost, which may require involvement of the State Office of General Services. For facilities financed by or donated to the contract colleges that are no longer needed to support their missions, documentation must be maintained at Cornell that supports transferring the asset to endowed Cornell benefits the contract colleges (e.g., by relieving demolition or ongoing operating costs, or offset by benefits of comparable value).*

### CONTACT

For questions related to this policy, contact:

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