

**Central Washington University
Protocol for Long-Term Space Requesting**

- I. This form replaces Form I and is intended to allow the university to electronically process and track requests.
- II. This request form is appropriate for use by all divisions, all locations, all types of programs (self-support, state-support, administrative, academic, student services, housing, etc), and all sources of funding. Requests not submitted throughout this process will not be acted on.
- III. All long-term space requests for new space, space modification, relief from space compaction, or relief from fragmentation of a unit should submit requests using the on-line long term space request form available at www.cwu.edu/~acadplan/.
- IV. If you have already forwarded a request that does not need to be modified AND that is already in the 10-year capital request queue, you do not need to resubmit it.
- V. If you have already forwarded a request that does not need to be modified AND that is NOT in the 10-year capital request queue, please contact Doug Ryder to determine if a new request needs to be submitted.
- VI. If you have already forwarded a request that needs to be modified, whether or not it is in the 10-year capital request queue, please resubmit and include an explanation of the updated request.
- VII. This form is intended to allow members of the university community to present a brief summary of what they need. Staff from the Academic Space Planning Office, FMD, or the appropriate self-support authority will be in touch with requestors to develop a more detailed proposal once approvals are granted by appropriate supervisors.
- VIII. As requests are forwarded, the Academic Facilities Planning Office will seek approvals from PBAs responsible for the unit in which the request originates and supervisors up to the division level before working with requestors to develop a more detailed proposal. Approvals by PBAs indicate only that the project has merit; they do not indicate the priority level of the project. As funds become available to address space needs, involved administrators will be asked to prioritize requests from their areas that are in the queue.
- IX. All grant proposals or external requests that have implications for long-term space use on campus must be submitted through this process and space availability must be identified before the grant is submitted or agreements to let space are approved. In the event that space for the requested purpose is not available on campus, the request may be forwarded to Business Services and Contracts to consider space lease options.