



Space Allocation Request Form

Space Allocation Process

All space at Napa Valley College belongs to the District and is allocated by the District to meet the needs of the campus community. Space is a limited resource and consequently must be managed in a responsible manner to best advance the District's mission and strategic priorities. As such, decisions about space allocation need to be made carefully, involving consultation with all affected stakeholders and remain consistent with District guidelines in the support of students. Space will be allocated to ensure occupants have the physical environment best suited to their role in the organization and to the benefit of NVC. ***This process is intended to be used when a department is requesting moving into new space that they are not currently occupying.*** Requests for faculty office moves should be initiated through Department of Academic Affairs.

Completed request forms must be signed off on by the area VP and sent to the Facilities Department for initial review. If more information is needed, it will be sent back to the Requestor for further details. Once the space allocation request has been reviewed by Facilities Department staff, it will be presented to the Facilities Committee at their District meetings for final review. If more information is needed, it will be sent back to the Requestor for further details. Once the Facilities Committee reviews the space allocation request, it will be forwarded to President's Cabinet for recommendation and final decision-making.

The following criteria will be used for evaluation:

1. Does this expansion or modification request directly benefit student experience?
2. Is the space required, and/or necessary due to a commitment to or requirement by, outside authorities (i.e. Ed Code, Chancellor's Office, etc.)?
3. Is this request an immediate need?
4. Is the request needed to address the expansion of a program or service?
5. Did the department/program provide a solution to space allocation needs?
6. Will the request provide proximity to like services?
7. Are space allocation needs easily attainable?
8. Does the department have the financial support for the proposed changes to their area?
9. Is the space needed to address a new program or initiative? When does the space need to be available?

Facilities Contact(s):

Brooke Jackson

bjackson@napavalley.edu

707-256-7580

Samantha Maddox

samantha.maddox@napavalley.edu

707-256-7584



Name of Requestor	Department/Area	Phone

Description of Request:

Reason current space is not adequate for the department/area's needs:

Is this request for a space that is currently occupied? Yes No Unknown

If yes, is the occupant aware that this request is being submitted? Yes, List Name: _____ No

Requestor: _____ **Date:** _____
Signature and Printed Name

Manager/Dean: _____ **Date:** _____
Signature and Printed Name

Vice President: _____ **Date:** _____
Signature and Printed Name

Facilities Management Team Review: **Date:** _____
 More Information Needed From Requestor Forward to Facilities Committee For Review

Facilities Committee Review: **Date:** _____
 More Information Needed From Requestor Forward to Cabinet For Recommendation

COMMENTS: