Request for Change of Use of UTSA Building Space

This form must be submitted by departments requesting a change of use of building space. Examples of change of use include changing use from office to storage, from research lab to teaching lab, from conference room to office. This form should be initiated by the Requestor, forwarded to the Departmental Chair or Director for preliminary approval. If executed, it will be forwarded to the College Dean or Associate Vice President for preliminary approval. If executed it will be forwarded to the Divisional Vice President for preliminary approval. If executed, and if the space is related to research, it will be forwarded to the Vice President for Research for preliminary approval. If executed, it will be forwarded to the Office of Space Management who will analyze and may approve the request, and will forward along with recommendations to the Provost and Vice President for Academic Affairs for approval.

1. REQUESTOR

Requestor’s Name: ______________________________________________________

Requestor’s Title: ______________________________________________________

Requestor’s Phone: ______________________________________________________

Requestor’s Dept.: ______________________________________________________

Affected Building: ______________________________________________________

Affected Room Number(s): ______________________________________________________

Original Use of Space: □ Office □ Research □ Teaching □ Other (Describe): __________________________

Changed Use of Space: □ Office □ Research □ Teaching □ Other (Describe): __________________________

________________________________________
Signature/Date

2. PROPOSAL

The Requestor must thoroughly clarify and justify the importance of the request for change of use of building space. It is very important to explain why this request cannot be accommodated within the current space allocations. When completing the request, assume the readers do not have an in-depth knowledge of the requester’s field. Attach additional pages to address the following topics:

a. EXECUTIVE SUMMARY: Provide a brief description of the change of use being requested, how it will benefit your department, the consequences of not acquiring the space, and the anticipated time the space is needed.

b. JUSTIFICATION FOR SPACE: Indicate whether the request is being driven by a new program, services, or research grant, or if the request is being driven by inadequate space, compliance issues, or for any other reason. Explain why this request cannot be accommodated within current space allocations, noting steps the department has taken to better utilize the existing assigned space. Indicate if and how the current use of the space will be accommodated elsewhere.

c. PROGRAM BENEFITS: How will the change of use of space serve the programmatic needs of the department? Include any explanation of how the request will benefit the department; items such as academic delivery, program efficiency, grant or contract support, research productivity, program support, etc.

d. SUPPORT OF U.T.S.A.’s MISSION & GOALS: How does this change of use of space support the mission and goals of the department, college and university? How will enrollment, research productivity, outreach activities, or services provided be impacted through the utilization of the proposed space.

e. SPACE USE: Include a complete list of all the spaces being affected by this change of use, along with an in-depth explanation of the intended use for the spaces. Indicate the extent of modifications expected to make the space suitable for the new use. List name and title of staff that will be using the space as well as whether they are existing or to be hired. Indicate on floor plans proposed areas affected by this request.
3. DEPARTMENTAL CHAIR OR DIRECTOR – PRELIMINARY APPROVAL
I authorize additional time be spent to investigate this requested change of use.

Department Chair (printed name)  Signature/Date

4. COLLEGE DEAN OR ASSOCIATE VICE PRESIDENT – PRELIMINARY APPROVAL
I authorize additional time be spent to investigate this requested change of use.

College Dean or Associate VP (printed name)  Signature/Date

5. DIVISIONAL VICE PRESIDENT – PRELIMINARY APPROVAL
I authorize additional time be spent to investigate this requested change of use.

Vice President (printed name)  Signature/Date

6. VICE PRESIDENT FOR RESEARCH– PRELIMINARY APPROVAL (required for research space)
I authorize additional time be spent to investigate this requested change of use.

Vice President for Research (printed name)  Signature/Date

7. OFFICE OF SPACE MANAGEMENT - APPROVAL
I have reviewed this request and the estimate the space size to be ____________________ assignable square feet (ASF).
I have reviewed this request for conformity to life-safety, building code, UTSA space management guidelines and to the UTSA master plan, and make the following recommendation:

This request is forwarded to the Executive Vice Provost, and I believe □ is □ is not a reasonable request, and I □ recommend approval with the following conditions □ do not recommend approval for the following reasons:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Director, Office of Space Management  Signature/Date
(printed name)

8. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS – APPROVAL
☐ This change in use is ☐ approved as submitted ☐ approved with the following conditions ☐ not approved for the following reasons:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provost and Vice President for Academic Affairs  Signature/Date
(printed name)