Objective

The purpose of this practice directive is to comply with Regent and State policies, in addition to describing the campus procedures that support their compliance. This practice directive seeks to optimize University spaces and facilities by implementing a comprehensive planning and management system, and govern its decision processes.

Statement

All space additions, changes or enhancements must be reviewed for need and alignment with the campus master plan, university and academic strategic plans, and the financial plan. Space is a campus resource to be utilized and optimized to best meet the overall mission of the university; space is not the permanent property of a particular program, unit, department, college or division. All space planning must consider the campus eco-system and the impacts that any additions, changes or enhancements may have on other programs and ongoing maintenance.
Space Planning Principles

- Follow UW System guidelines for types of offices and square foot per occupant
- Minimize financial impact, rethink and optimize existing spaces before requesting remodeling
- Follow sustainability goals
- Encourage workplace wellness, provide collaborative and flexible spaces with shared/schedulable quiet spaces. Construction of walls will be limited, only used when all other alternatives have been explored.
- When moves are required, furniture shall remain in its current location to the extent possible. Workstation chair and boxed materials will move with occupants.
- All conference rooms and break rooms shall be shared resources. Conference rooms shall be schedulable through Outlook.

Procedure

UWEC 1115.A, Requesting Project Evaluation for a Space Reallocation or Renovation