FACILITY UTILIZATION PLAN and PROCEDURES

OVERVIEW

The University of Northern Colorado must effectively allocate and utilize our facilities in order to meet campus wide priorities and ensure availability of appropriate space to enhance education, research and other university programs.

F. Fall and Spring courses must follow the university's standard scheduling blocks.
http://www.unco.edu/spaceutilization/pdf/class_scheduling_blocks.pdf

5. Considerations taken into account when making changes **AFTER** initial classroom assignments have been made are as follows:

A.

If yes, describe physical requirements and special characteristics of requested space: (Planned use, # of occupants, assignable square footage, electrical, HVAC, security & telecommunications requirements, etc.)

Describe any special requirements for the space including the need for proximity to other facilities:

INITIAL APPROVAL:

Dean / Unit Director:_____ Date:_____

Planning & Construction Review / Evaluation of Alternatives:
Comments:

Estimate: $_____