



# Administrative Procedure

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**Subject:** CAMPUS PHYSICAL PLANNING COMMITTEE (CPPC) AND SPACE MANAGEMENT SUBCOMMITTEE

1.0. PURPOSE:

To assist the President in an advisory capacity in the formulation, development and coordination of the campus long-range master plan. Also, to assist the President in an advisory capacity in the monitoring of ongoing planning and construction activities to assure their adherence to both the master plan and to campus design guidelines. Through the Space Management Subcommittee, establish and maintain a comprehensive space management program for the University. The Space Management Subcommittee will be a standing subcommittee of the Campus Physical Planning Committee (CPPC).

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliaries.

3.0. REFERENCES:

- 3.1. Trustees resolution of May 12, 1961, established Campus Planning Committees and delineated their functions. Facilities Planning Memorandum No. 66-22 of September 28, 1966, reaffirming this resolution.
- 3.2. Office of the Chancellor Executive Orders:
  - 3.2.1. Number 276, Subject: Policy and Procedures for the Acceptance and Installation of Artwork on the California State University and College Campuses.
  - 3.2.2. Number 630, Subject: Revisions to Approved Campus Master Plans.
- 3.3. Office of the Chancellor Memorandum PPD 84-21, Subject: Policy on Naming California State University and Colleges Facilities and Properties.
- 3.4. Office of the Chancellor Memorandum PPD 79-20/BA 79-13, Subject: Implementation of the Revised Energy Conservation Program.

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- 3.5. California State University, Los Angeles, Resource Allocation Plan.
- 3.6. California State University, Los Angeles Administrative Procedure 015, Subject: Requests to Name Facilities, Properties and Rooms.

4.0. POLICY:

The Campus Physical Planning Committee shall be appointed by the President to assist in the formulation, development, and coordination of physical planning of the campus that will result in systematic, planned development supporting the mission of the University.

All University space is temporarily assigned to a unit of the University. To maximize effective space planning and utilization, the Space Management Subcommittee shall review the inventory of all University space and requests for space changes that occur between executive administrative units or within an executive administrator's unit that requires renovation or a change in function, and develop policies and procedures related to space assignment and utilization. The Subcommittee will forward recommendations through the Chair of the Campus Physical Planning Committee to the President.

5.0. DEFINITIONS:

- 5.1. Coordination--Sequencing the building programs to meet requirements of the various areas based on needs.
- 5.2. Five-Year Major Capital Outlay Program--Consists of State funded and non-State funded projects. Based on the physical master plan, the campus is required to submit each year a projected major capital outlay program for a five-year period beyond the point covered by the latest Governor's Budget. Each five-year capital outlay project must have an estimated construction cost of at least \$400,000.
- 5.3. Long-Range Physical Master Plan--The physical master plan based on the campus academic master plan. It functions as a guide for the physical development required to accommodate projected enrollment and educational programs in accordance with the academic master plan. The physical master plan includes: (1) a definition of the land, physical facilities, landscaping and other improvements required; and, (2) time schedules and cost estimates for implementation.

The evolution of the physical master plan does not end with its approval by The California State University Board of Trustees. Modifications and changes are required to meet new situations and conditions. It is expected that the master plan will be presented to the Trustees no less than once every three years for reevaluation.

- 5.4. Campus Guidelines for Design and Construction--Guidelines for specific implementation of the physical development of the campus. These guidelines will address architectural, landscaping and engineering concerns for any design and construction project at the University. They can be expanded to include criteria to

govern furnishings, signage and graphics. The overall objective of Campus Guidelines for Design and Construction is to allow the Long-Range Physical Master Plan to be a flexible framework within which more detailed implementation plans will be developed and the guidelines function to ensure the objectives of the master plan are supported and enriched rather than compromised.

- 5.5. Minor Capital Outlay Projects--Building or other construction programs costing \$400,000 or less. These projects are limited to items that correct deficiencies, provide new or improved facilities, or provide equipment for new or improved facilities or programs. Non-State funded projects such as those related to cafeterias, parking lots or structures, student housing, campus student unions, health centers, or other non-State funded structures may not be undertaken with minor capital outlay funds.
- 5.6. Schematic Building Plans--First of three phases in the development of architectural drawings, depicting exterior, elevations, landscaping and siting of the project.
- 5.7. Zoning--A planning tool used to partition areas of land by ordinance into zones for various uses.
- 5.8. Campus Physical Planning Committee--The membership shall consist of the following:
  - 5.8.1. Director of Facilities/Planning and Construction, Chair.
  - 5.8.2. Director of Facilities Services.
  - 5.8.3. Provost and Vice President for Academic Affairs or his/her representative.
  - 5.8.4. Vice President for Information Technology Services or his/her representative.
  - 5.8.5. Vice President for Student Affairs or his/her representative.
  - 5.8.6. Vice President for Institutional Advancement or his/her representative.
  - 5.8.7. Two appointees recommended by the Academic Senate.
  - 5.8.8. One appointee recommended by the Associated Students, Inc.
  - 5.8.9. Representative of the Chancellor's Office, Department of Capital Planning, Design and Construction, ex-officio.
  - 5.8.10. Campus Consulting Architect or his/her representative, ex-officio.

- 5.8.11. Campus Consulting Landscape Architect or his/her representative, ex-officio.
- 5.8.12. Representatives substituting for Committee members shall be identified on an annual basis, and submitted to the Committee Chair for approval by the University President no later than May 31<sup>st</sup> for the following academic year.
- 5.9. University Space--All physical areas of the University, including space used for instructional, instructionally-related, and non-instructional purposes (excluding the Luckman Complex, University-Student Union, Childcare Center, Student Housing, and Golden Eagle/Bookstore).
- 5.10. Space Utilization--Usage of current space and facilities.
- 5.11. External Space Change Requests--Space change request for space allocations between Executive Administrators and other external entities.
- 5.12. Executive Administrators--The President and Vice Presidents of all units (Academic Affairs, Administration and Finance, Student Affairs, Information Technology Services, and Institutional Advancement).
- 5.13. Space Management Subcommittee--The Subcommittee membership, appointed by the President, shall be as follows:
  - 5.13.1. Director, Facilities Planning and Construction or his/her designee - Chair (Ex-officio, non-voting).
  - 5.13.2. One (1) appointee recommended by the Provost and Vice President for Academic Affairs.
  - 5.13.3. One (1) appointee recommended by the Vice President for Administration and Finance.
  - 5.13.4. One (1) appointee recommended by the Vice President for Information Technology Services.
  - 5.13.5. One (1) appointee recommended by the Vice President for Student Affairs.
  - 5.13.6. One (1) appointee recommended by the Vice President for Institutional Advancement.
  - 5.13.7. Two (2) appointees from two (2) different Colleges recommended by the Academic Senate.

- 5.14. Term of Service--The appointee(s) will serve a three-year term and may be reappointed.
- 5.15. Administrative support to the Space Management Subcommittee will be provided by the Director, Facilities Planning and Construction Office.

6.0 RESPONSIBILITIES:

- 6.1. The Campus Physical Planning Committee will serve in an advisory capacity to the President and is charged with the following:
  - 6.1.1. Formulation, revision and maintenance of a long-range physical master plan.
  - 6.1.2. Formulation, revision and maintenance of Campus Guidelines for Design and Construction.
  - 6.1.3. Selection of sites for all new buildings and facilities.
  - 6.1.4. Review of schematic plans prepared by the project architects, landscape architects, engineers, and consultants.
  - 6.1.5. Review and ranking of projects under the Five-Year Capital Outlay Program, and Minor Capital Outlay Program.
  - 6.1.6. Review and ranking of projects pertaining to:
    - a. Campus energy management.
    - b. Campus utility infrastructure.
    - c. Acceptance and placement of works of art.
    - d. Parking lots and structures.
    - e. Naming University facilities and properties.
    - f. Exterior campus graphics and signage.
    - g. Landscaping projects.
    - h. Non-State funded construction/remodel projects.
    - i. Campus telecommunications infrastructure development.
  - 6.1.7. Review the cooperative agreements regarding planning and project development with external agencies of the city and the county on matters

pertaining to campus development, zoning, traffic, streets and other related matters.

- 6.1.8. Submission of recommendations to the President on all agenda items submitted by the Subcommittee of the Campus Physical Planning Committee and units of the University.
- 6.1.9. Other matters delegated by the President.
- 6.2. The Vice President for Institutional Advancement will review all agenda items and make recommendations on all items requiring funds raised by donation prior to the review by the Campus Physical Planning Committee.
- 6.3. Deans and Senior Managers will review all agenda items submitted to them by requesting departments prior to their transmission to the Campus Physical Planning Committee.
- 6.4. Requesting Departments will develop agenda items consistent with the approved procedures and route the item to the responsible Dean or Senior Manager for review and approval.
- 6.5. The Department of Facilities Planning and Construction will provide staff support for the Committee.
- 6.6. The Space Management Subcommittee will:
  - 6.6.1. Establish and maintain a comprehensive space management program for the University in an effort to maximize effective space planning and utilization.
  - 6.6.2. Review plans for all University space to ensure effective utilization.
  - 6.6.3. Analyze all space change requests.
  - 6.6.4. Initiate the necessary dialogue between the affected units.
  - 6.6.5. Recommend the assignment of space between Vice Presidential divisions to the Campus Physical Planning Committee. CPPC will review and forward its recommendation to the President.
  - 6.6.6. Develop and update as needed standard operating policies, procedures, definitions and forms.
  - 6.6.7. Requesting departments will complete the Space Change Request form and route the item to the appropriate Dean or Senior Manager for review and approval.

- 6.8. College Deans or Senior Managers will review Space Change Request forms prior to transmission to the appropriate Executive Administrator or his/her designee.
- 6.9. Vice Presidents or designees will:
  - 6.9.1. Review Space Change Request forms submitted by the College Deans or Senior Managers.
  - 6.9.2. Route the request to the Space Management Subcommittee.
- 7.0. PROCEDURES:
  - 7.1. Meetings--The Campus Physical Planning Committee shall meet no less than once every academic quarter.
  - 7.2. Requests for Consideration--The Committee will respond to requests from all areas of the campus for changes, approval to proceed, or deletions, as they relate to needs and overall physical development of a long-range nature.
    - 7.2.1. The requesting department will prepare the CPPC Agenda Item- Procedural Form for President's Approval (Appendix 8.1.) and route the form to the department head for approval. Successive approvals through the appropriate Vice President are required in order to place the item on the Committee agenda.
    - 7.2.2. If a proposed item is to be accomplished through funds provided by private donors, the approval of the Vice President for Institutional Advancement is required.
    - 7.2.3. When all required signatures have been obtained, the requesting department will forward the completed form to the Director of Facilities Planning and Construction.
    - 7.2.4. Minor Capital Outlay Projects will follow the procedures outlined above.
  - 7.3. The Chair of the CPPC will place the item on the Committee agenda and notify the requesting department of the Committee's decision no later than four (4) weeks after the meeting at which the item was presented.
  - 7.4. The Chair of the CPPC will forward the Committee's recommendations to the President whose decision will be final.
  - 7.5. In the event that a project approved by the President requires Trustees' approval, the Chair of the CPPC will submit the proposed project to the Chancellor's Office for review and inclusion on the Trustees' agenda.

Items that require a master plan revision must be submitted to the Committee and follow all appropriate guidelines and procedures.

- 7.6. Space Change Requests (Internal and External)--The Subcommittee will consider requests from School Deans, Senior Managers, or may itself initiate recommendations.
  - 7.6.1. The department administrator will prepare the Space Change Request form (Appendix 8.3.) and submit to the appropriate College Dean or Senior Manager.
    - 7.6.1.1. If a request requires building renovation or changes how space is used, the requesting department will submit the request to Facilities Services for review, ADA assessment, feasibility study, and cost estimate.
    - 7.6.1.2. If a request requires additional information for technological support, the requesting department will submit the request to Information Technology Services for review, feasibility study, and cost estimate.
  - 7.6.2. Upon approval by the appropriate College Dean or Senior Manager, the request will be forwarded to the appropriate Executive Administrator.
  - 7.6.3. Upon approval by the appropriate Executive Administrator, the request will be forwarded to the Executive Administrator to whom the space is currently assigned and to the Chair of the Space Management Subcommittee for inclusion on the Space Management Subcommittee agenda.
  - 7.6.4. Prior to forwarding the Space Change Request form to the Space Management Subcommittee, Facilities Planning and Construction shall review the space change request to determine if it has met the appropriate criteria including the following:
    - 7.6.4.1. Completion of a Facilities Services Space Change Request Checklist (Appendix 8.5.).
    - 7.6.4.2. Evaluation of the impact of the request and providing alternative options, if appropriate. This evaluation will include:
      - 7.6.4.2.1. Impact on space utilization.



7.6.4.2.2. Review for compliance with the guidelines for the Space Change Request form (Appendix 8.3.).

7.6.5. The Executive Administrator to whom the space is currently assigned will provide a written response to the Chair of the Space Management Subcommittee indicating concurrence with the request or reasons why the request should be denied. The Executive Administrator may also choose to meet with the Space Management Subcommittee.

7.7. The Subcommittee will analyze requests as outlined in the Evaluation of Space Report Guidelines and notify the responsible Dean or Senior Manager of the disposition of the request.

7.8. The Space Management Subcommittee will:

7.8.1. Meet quarterly and as necessary to review requests for space change(s).

7.8.2. Review requests for space allocations between Vice Presidential divisions and other external entities or may itself initiate recommendations.

7.8.3. Analyze requests in consultation with all involved parties in accordance with the guidelines for Space Change Requests.

7.8.4. Notify the appropriate Executive Administrator and College Dean or Senior Manager of the disposition of the request.

7.8.5. Forward recommendations to the President through the CPPC.

8.0. APPENDICES:

8.1. CPPC Agenda Item-Procedural Form for President's Approval.

8.2. Instructions For Completing Agenda Item Form.

8.3. Space Change Request form.

8.4. Guidelines for Completing the Space Change Request form.

8.5. Facilities Services Space Change Request Checklist.



### **Instructions For Completing Agenda Item Form**

Instructions for all items except those accomplished by funds raised by donation: Items 1 and 3-8 must be completed prior to submittal.

1. Title of Agenda Item: Provide a descriptive title, e.g., Privately Financed Remodel of the Music Building Courtyard.
2. Agenda Item #: Do not complete. A number will be assigned when the final agenda is prepared by Facilities Planning and Construction.
3. Requested By: Type in the requester's name, date, and telephone extension.
4. Department Head Approval: All agenda items must be signed by the Department Head/Chair and dated.
5. Dean/Senior Manager Approval: All agenda items must be signed by the Dean or Senior Manager and dated.
6. Description: Provide a brief historical explanation concerning the project.
7. Justification of Proposed Project: Provide more detail on the item including funding source and reason for the proposal.
8. Vice President Approval: The item should be forwarded to the responsible Vice President for approval.

Instructions for items to be accomplished through funds raised by donation: Items 1, 3-7, 9 and 10 must be completed prior to submittal.

9. Vice President for Institutional Advancement Office: If an item is being submitted for Campus Physical Planning Committee approval and is to be accomplished through funds raised by donation, the item must be approved by the University Development Office.

No project requiring private donor financing will be considered by the Committee without this approval.

10. Vice President Approval: Upon obtaining Vice President for Institutional Advancement Office approval, the item should be forwarded to the responsible Vice President.

Appendix 8.3.

SPACE CHANGE REQUEST			
Instructions: Please provide information requested in each section below. Guidelines used by the Space Management Subcommittee to evaluate your request are indicated under "Guideline for Completing the Space Change Request form". Submit completed form to Facilities Planning and Construction, Bungalow L.			
ORGANIZATIONAL UNIT		PHONE EXTENSION	
DEPARTMENT HEAD (Please Print)	SIGNATURE		DATE
SPACE REQUEST:			
RATIONALE FOR REQUEST (Please attach additional pages):			
HOW IS THIS NEED CURRENTLY BEING MET?			
ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:			
ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):			

TIMELINE:	Begin Renovation		Begin Occupancy	
APPROVAL BY ITS (as appropriate)			DATE	
APPROVAL BY DEAN OR SENIOR MANAGER			DATE	
ACTION TAKEN BY SPACE MANAGEMENT SUBCOMMITTEE:				
CHAIR, SPACE MANAGEMENT SUBCOMMITTEE			DATE	

## GUIDELINES FOR SPACE MANAGEMENT SUBCOMMITTEE

### EVALUATION OF SPACE CHANGE REPORT

In completing the Space Change Request form on the reverse side, please provide all pertinent information so that committee members can evaluate how this request will:

1. Facilitate instruction at the program level and affect the overall instructional program of the University.
2. Improve instructional support.
3. Improve institutional support.
4. Impact on classroom scheduling.
5. Positively affect student, faculty, and staff morale.
6. Improve the image of the University.
7. Facilitate community service.
8. Improve physical accessibility.

In addition, the Committee will review the request to ensure that it:

1. Includes adequate financial planning for implementation as well as on-going costs.
2. Meets Health and Safety Codes.
3. Is compatible with the Academic Master Plan.
4. Is compatible with the Physical Master Plan.
5. Meets Chancellor's Office guidelines (capacity, utilization, and space use standards).
6. Has endorsement of the Dean or Senior Manager.

### **Guidelines for Completing the Space Change Request form**

1. **Space Request:** Provide a brief description of what the job entails.
2. **Rationale for Request:** Provide an explanation for the basis of the request. For example, indicate whether the project will improve instructional support, improve institutional support and so forth. Guidelines to be used by the Subcommittee are attached to the Space Change Request form and may be used as a guide in completing this section.
3. **How Is This Need Currently Being Met:** Indicate the function of space as presently assigned.
4. **Itemized Budgeted Positions:** Indicate all funded positions that will be assigned to the proposed area space. Also include the source of funding for each position, i.e., grants, general fund, etc.
5. **Itemize Renovation Expense:** Attach cost estimates from Facilities Services, if appropriate, and indicate account number of funding source for project.
6. **Timeline:** Indicate, if appropriate, whether a specific period of time is a necessity for either beginning renovation or for occupancy.
7. **Approved by ITS (as appropriate):** The appropriate ITS administrator must sign all space requests involving campus telecommunications infrastructure development.
8. **Approved by Dean or Senior Manager:** All space requests must be signed by the appropriate Dean/Senior Manager and dated.
9. **Action Taken by Space Management Subcommittee:** Do not complete.

**Facilities Services Space Change Request Checklist**

Directions: This form is to be completed by Facilities Services as part of the review process for space change request(s) submitted to the Space Management Subcommittee.

Space Change Request Name: \_\_\_\_\_

Building: \_\_\_\_\_ Floor: \_\_\_\_\_ Room(s): \_\_\_\_\_

1. **Electrical Impact:** YES \_\_\_\_\_ NO \_\_\_\_\_  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

2. **Plumbing Impact:** YES \_\_\_\_\_ NO \_\_\_\_\_  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

3. **Refrigeration/  
HVAC Impact:** YES \_\_\_\_\_ NO \_\_\_\_\_  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

4. **Space Utilization  
Impact:** YES \_\_\_\_\_ NO \_\_\_\_\_  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

5. **ADA Compliance:** YES \_\_\_\_\_ NO \_\_\_\_\_  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed & Completed by:

\_\_\_\_\_  
EH&S Officer                      Date                      Director, Facilities Services                      Date