



University Space Request Procedure

1. Purpose

This procedure defines the formal process for requesting, evaluating, approving, and allocating University space.

It ensures space is managed as a strategic institutional asset in accordance with the University Space Principles and under the governance of the Space Management Committee (SMC).

2. Scope

This procedure applies to all requests for additional space, changes of use, reallocation of existing space, and temporary or interim space requirements.

It excludes routine maintenance, furniture-only requests, and centrally timetabled teaching space.

3. Principles

All space requests must demonstrate alignment with the University Space Principles ([Space Utilisation](#)), including efficiency, shared and flexible use, fitness for purpose, affordability, sustainability, and strategic alignment.

Requests not aligned may be declined or revised.

Space Principles are to be reviewed by the SMC on an annual basis.

4. Roles and Responsibilities

Departments are responsible for identifying needs, reviewing and optimising current space, and submitting evidence-based requests.

Faculties are responsible for considering requests within Faculty occupied space and supporting local resolution.

The Space Management Team evaluates requests and provides recommendations to departments/faculties.

The Space Management Committee provides strategic oversight and approval for escalated requests.

5. Space Request Procedure

1. Identification of Need: Departments identify a space requirement arising from growth, change, compliance or service need. Existing space must be reviewed and optimised before escalation.
2. Submission of Request: Departments submit a formal Space Request Form to the Space Management Team ([Update Space - Service Portal](#)), including justification, evidence of utilisation, strategic alignment, and confirmation that internal solutions have been explored.
3. Evaluation: The Space Management Team assesses the request using the Space Evaluation Tool, testing alignment with Space Principles, utilisation data, suitability, cost, and sustainability considerations. Meetings may be held with the department to gather all information about the request.
4. Faculty-Level Resolution: Where possible, the Space Management Team works with the faculty to identify solutions within existing space, including reconfiguration or shared use of existing space across departments.
5. Escalation to SMC: Requests that cannot be resolved at Faculty level, involve cross-Faculty impact, or require additional net space are escalated to the Space Management Committee with a formal paper. The department may be asked to attend the committee meeting to present their case.

6. Committee Decision: The Space Management Committee considers the request and may approve, approve with conditions, request further information, or decline the request. Decisions are formally documented and communicated to the department.
7. Implementation: Where approval is given, departments are expected to liaise with relevant Estates teams to implement the move in line with the Estates Moves Manual. Central space records are updated accordingly.

6. Governance and Review

This procedure operates under the authority of the Space Management Committee and will be reviewed periodically to ensure alignment with university strategy and governance requirements.

7. Related Documents

University Space Principles; Space Request Form; Space Evaluation Tool; Space Management Committee Terms of Reference.

8. High Level Process Flow



9. Further Support and Advice

Further Support and Advice Any further information or support can be obtained from:

spacemanagement@warick.ac.uk.

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