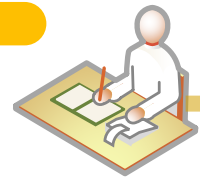


Exterior Space Assignment Process Flow:

This document presents a draft version of the initial intake flow of requests for UCR Exterior Space (i.e. for research equipment, storage, etc.). The goal is to allow for a single point of entry for all project requests - R'Projects – while securing the foundation for a formalized Exterior Space Assignment plan as set forth by the office of the UCR Campus Architect and Exterior Space Committee.

START



Request submitted

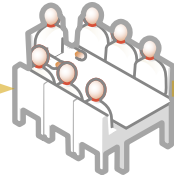
Customer Submits Project Request on Rprojects.ucr.edu



Customer Relations (CR) Intake

Receives Exterior Space Request

- Clarifies details
- Sends email for First Point Review

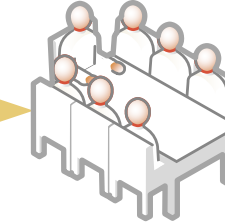


First Point Review Team:

Space Mgt. and FS Rep reviews details for initial impact and feasibility such as:

- Is space currently used/ "owned" by another department?
- What is required for space?
- Do any other departments need to be consulted (CR can assist)?
- Is installation/fabrication needed?
- Are there potential aesthetic issues
- Length of use

Initial recommendation sent to Exterior Space Committee

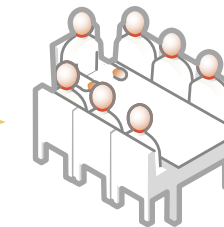


Expanded Space Review:

(If needed as determined by Committee)

- Campus Architect, Jacqueline Norman
- Campus Principal Physical Planner, Uma Ramasubramanian
- Space Management, Sharyl Murdock
- Landscape AD, Tos Ishida
- Reps from FS / PD&C

After recommendation review, on-site review of Initial logistics / location feasibility / appropriate use / project ownership



Committee Decision

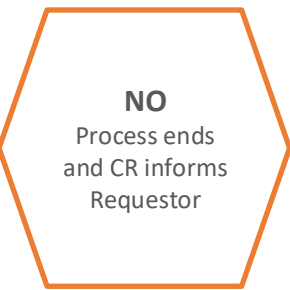
CR will:

- Documents decision & informs Requestor
- Informs Campus GIS Manager of update
- Informs Building & Safety/Building Permits Project Mgr. as needed
- Determines routing of request (FS, PD&C, Procurement, etc. for next steps in process and proper project mgt.)



YES

NO



Exterior Space Committee Details:

- Exterior Space Committee consists of: Campus Architect – Chair / Campus Principle Physical Planner / CBO / Space Management / Planning / FS Rep
 - Requests submitted as a project via FAMIS from R'Projects site – Customer Relations (CR) will identify & Inform First Point Review via Email of new request
 - First Point Review Team to make initial assessment with gathered details and inform committee of recommendation of Yes, No, or requests further details
 - Receives details from CR including Map / Develops initial review as outlined above
 - Full Committee reviews recommendation(s) from First Point Review Team – focus on request viability facts and considerations such as: Type of exterior space, why, where, duration, quantity
 - Committee Considerations: location details, existing use, open space vs. programmed space, length of requested use, impacted users/departments
 - Exterior Space committee will calendar a bi-monthly meeting and publish on R'projects website to socialize with campus
- CR = Customer Relations