

# UCSC Silicon Valley Campus Space Allocation Process

## Overview

Initially, all campus (non-UNEX) space in the new building is designated for use or reallocation by the Silicon Valley Campus (SVC) Director Brandt. Per Planning and Budget policy and specific direction from the EVC, all new building space allocated to other campus units for their use must have Temporary Transfer Agreements signed by Director Brandt.

## The Space Allocation Process

With support from Capital Planning and Space Management, Office of Research staff will work with the Chairs of the Departments and Directors of the Programs that will be moving into the space to determine their specific needs within the envelopes defined during the building design process, both immediately upon move-in and anticipated within the next two years.

Departments/Programs requesting SV space must specify:

1. Which faculty will have their primary office there;
2. Which faculty will make use of a secondary (shared) office there, including the number of days per week or month or quarter, the anticipated days/times (if possible), and the type of usage;
3. What other program space is needed, e.g., lab or other space needs.
4. Whether specific rooms are requested, with justification.

As we receive that information, VCR Brandt will make a set of initial allocations. The allocations will be shared with the assignees, the cognizant Principal Officers, and the SVC move planning committee. No allocation shall be effective before a Temporary Transfer Agreement has been signed by Director Brandt and the representative of the receiving unit.

## Detailed Move Planning

Once space has been allocated, the standard campus move process will be followed: under direction of the Real Estate Office, an outside company will manage the move and will work with the relevant contact people for each department or program to determine the details. Additional communication on that process will be forthcoming.