

Space Request Management System [SRMS]

Information and Best Practices

Thursday, December 12, 2024

What

- Departments will utilize this system to request space for Research (dry lab, wet lab, clinical research, write-up, etc.), Education (classroom, conferencing, assembly), and Administrative (Offices for faculty and staff) activities.
- If you have non-research related clinical space, please notify Juan de Onis, jdeonis@uabmc.edu, with Hospital Planning for Hospital Space (North Pavilion, Jefferson Tower, etc.) and Tom McAvoy, tmcavoy@uabmc.edu, with UAB Medicine for Clinic space (The Kirklin Clinic, Whitaker, Ascension, etc.)

Why

- This new system will provide a centralized repository for space requests to be logged, tracked, and managed; including storage of documentation (Communication SOP, MOU's, schedules, schematics, etc.)
- This will allow us to avoid managing ad hoc requests, which are often received from different directions, and will grant us the ability to accelerate the need to leadership.

Typical Flow

- 1) Department conducts due diligence, by exploring solutions from within their own space portfolio.
- 2) Go to go.uab.edu/hsomspace to prepare and submit the request
- 3) Dean's office staff will schedule an interview with the submitting unit.
- 4) HSOM Space Committee discusses the request.
- 5) Departments and Dean's office negotiate options.
- 6) MOU is prepared and routed for signature upon agreement.
- 7) The space initiatives (renovation, construction, furniture, cleaning, relocation) are completed.
- 8) Request is marked as complete in the SRMS.

Expectations

1. Departmental Expectations
 - a. Conduct an internal review first.
 - i. Review request, accounting for current space assignment against the latest guidelines, policies, and metrics.
 - ii. Consider internal consolidations, relocations, and all action items from most recent Department Space Utilization MOU.
 - iii. Review hybrid and hoteling options. Generate data on how many seats are empty on various days at various times. Once all such space is more than 75% optimized, it is advisable to ask for additional space.
 - b. Members of the HSOM Space committee will schedule an interview with the Department stakeholders shortly after the request has been submitted.

- c. It's important to note that generating new/edited space may take 6 months to 2 years. If you expect additional space within 6 months, a temporary assignment may be the only viable option for meeting the acute need.
 - d. If Departments need help reviewing your space utilization before submitting a formal request, they are welcome to call Kevin Bell at 205-410-6199, or email him for consultation.
 - e. Once the request is approved, any related space initiatives will be planned and commenced.
 - i. Funding will be negotiated once feasibility studies have been completed.
 - f. Departments will have continual access to SRMS, to review and edit information that is pertinent to your space request.
2. PI Expectations
- a. PIs will be expected to review their needs and their situation with their department leadership.
 - b. Collaboration is key; we ask that PIs work with other individuals to share systems and resources.
 - c. It is important that Departments DO NOT investigate or walk through space that is not assigned to you; i.e. no scouting missions.

Do's	Don't
Enter a space request as part of a retention, recruitment, or research growth. Please include documentation.	Do not assume we are actively looking for growth in space, should it be listed in an agreement or letter.
Submit a space request if special space is needed for a grant proposal and the Department cannot accommodate the request.	Include space not defined or not assigned to your Department in a research proposal, without HSOM pre-approval.
Send a space request if the Department's funding per allocated space are below published metrics.	Send a space request because a single PI received additional funding.
We encourage animals to stay in ARP space if possible. Please see recent ARP space protocols, and to incorporate them into your recruiting efforts.	Send a request for more space if needed for animal housing, surgery, processing, or dissection.
Centers and Institute should work through the Department in which the Director is primarily appointed.	Centers and Institutes do not submit space requests. Exception are OCCC, PMI, and CCTS.
Use the SRMS to expand your assignment once due diligence is completed and need is established.	Assume that space <u>not appearing to be well-utilized</u> outside your department is an opportunity to expand your program.
Use the SRMS to express thoughts and ideas involving other departments' space.	Negotiate space assignments outside your Department.
Use the Space Request Portal, ie SRMS.	Send an ad hoc space request to the Dean or any representatives of the Dean's office.

Miscellaneous / General Guidance

- **Space that is old, smells, or looks bad.**
 - We will entertain request for alternative space if some or part of a building is not habitable. Please be prepared to provide documentation from EHS, stating that the space needs to be vacated. Departments are responsible for working with Campus Maintenance, Building Services, and Planning Design & Construction on water, air quality, modernization, and cleanliness issues. The Dean's Office can help if such problems are chronic. These types of issues should NOT be entered into SRMS.
- **We need better parking options for our faculty and staff**
 - Parking at UAB is a persistent issue; one that the School has no jurisdiction over. Departments are responsible for working with UAB Parking and Transportation regarding parking-related issues, even if the relocation is dictated by other units. The School has no authority over parking preferences and prioritization.
- **Our Department would like the ability to have everyone on campus at the same time.**
 - Space planning for hybrid/remote employees does not provide solutions for these types of worse case scenarios. Alternative solutions to gathering all employees of a group or department include scheduling conference rooms or conference centers to fill the gap. Please visit our [website](#) which has a link to our Conference and Hotel Room Management System. In that system you will find many conference rooms managed by the Dean's Office and the ability to schedule those rooms.
- **I need to be connected to the hospital corridor system.**
 - It is impossible to connect all groups to the UAB corridor system. We ask that all units remain flexible, collaborative, and understanding as we search for solutions.
- **I need private offices in isolated office suites due to my clinical research needs.**
 - There are effective ways to deal with patient and participant privacy and related information, in more open settings. Many departments have multiple projects under multiple requirements within the same suite.