

I ILLINOIS

Grainger College of Engineering

Space MOU Process: Updated on 4/15/2021

Based on a meeting with the Office of the Provost and Facilities Information Management (FIM) on 2/21/2021, the following space MOU (Memorandum of Understanding) and its reassignment processes were established:

- All formal space MOU and its reassignment of space in Archibus occur only between the Office of the Provost and College (GCoE). There is no direct space MOU and reassignment in Archibus between the Office of the Provost and the GCoE Departments/Units.
 - GCoE/Offices of Facilities and Safety (OFS) reassigns space in Archibus between GCoE, Departments, and Units.
1. Space reassignments between Campus and GCoE:
 - a. Request for acquisition and/or relinquishment of space
 - i. Formal requests via emails between GCoE/OFS and the Office of the Provost
 - ii. Formal requests during the Space Survey period
 1. Space Release Request Form to be used by GCoE/OFS sent directly to the Office of the Provost - <https://forms.illinois.edu/sec/9247603>
 - b. Drafting of space MOU: the Office of the Provost and OFS/Director of Facilities
 - c. Execution of space MOU:
 - i. Approvals from Dean/Designee and Provost/Designee
 - d. Reassignment of Space in Archibus: FIM
 2. Space reassignments between GCoE and GCoE Departments/Units:
 - a. Request for acquisition and/or relinquishment of space
 - i. Formal requests from Department/Unit contacts to OFS/Director of Facilities via email (Anytime)
 - ii. Formal requests during the Space Survey period (Option)
 1. During space survey, formal requests from Department/Unit contacts via Archibus **AND** to OFS/Director of Facilities via email.
 2. **Note: Archibus will route the space relinquish/release requests ONLY to the space inventory department (FIM) at F&S, not to GCoE.*
 3. *If relinquishing space in Archibus, contacts must submit a survey note in Archibus to contact GCoE/OFS and send an email to the OFS/Director of Facilities. **Please do not use the online Space Release Request form for inter-college space changes.***
 - b. Drafting of space MOU: OFS/Director of Facilities and Department/Unit contacts
 - c. Execution of space MOU:
 - i. Approvals from Dean/Designee and Department Head/Unit Director
 - d. Reassignment of space in Archibus: OFS
 3. Space reassignments between Departments and Units
 - a. Request for acquisition and/or relinquishment of space
 - i. Discussion between relevant Department/Unit contacts
 - b. Drafting of space MOU: Department/Unit contacts
 - i. **Note: Please share the draft with OFS/ Director of Facilities*
 - c. Execution of space MOU:
 - i. Approval from Department Head/Unit Director
 - ii. Acknowledgment from Dean
 - d. Reassignment of Space in Archibus: OFS