

WORKPLACE GUIDELINES





Denver

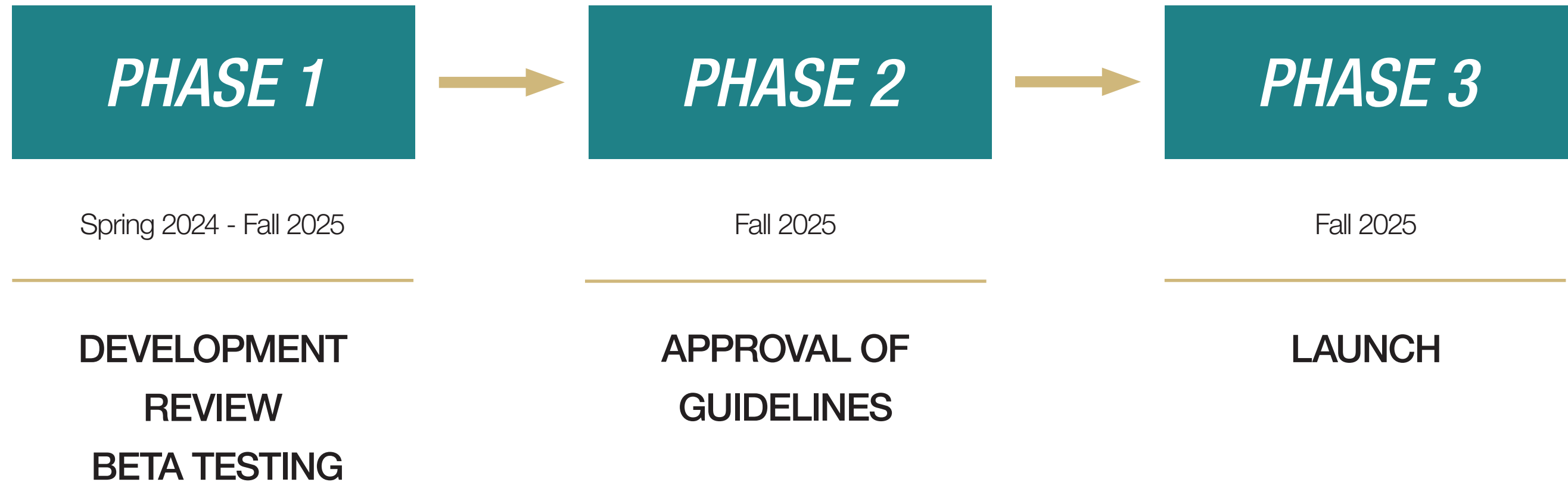
WORKPLACE GUIDELINES

SPACE MANAGEMENT

At CU Denver, Space Management is dedicated to optimizing space to support collaboration and enhance the campus experience. These guidelines offer a clear framework for the space request and space assignment processes and that space will be assigned equitably and that campus spaces will be used effectively. The team provides space design expertise, manages the space request process, and maintains floor plan and space occupancy information.



PROJECT TIMELINE



PURPOSE

WHY WE NEED GUIDELINES

GOAL ALIGNMENT

To ensure that management of CU Denver's space portfolio align with the university's culture and strategic goals.

STANDARDS & PROCESSES

To create a common language and standards for space management that can be applied campus-wide.

EFFICIENT UTILIZATION

To provide a tool to unlock underutilized space for space opportunities and maximize the use of physical assets of the institution.

COST-EFFECTIVE

To lower expenses per square footage through energy consumption, furniture, and technology to reduce the financial, natural and human resources required to operate and maintain our facilities.



VALUES

WHAT WE BELIEVE AND ARE COMMITTED TO

Building Community

The guidelines should support the needs of our campus population by providing accessible and inclusive spaces that build community.

Equity & Consistency

The guidelines should apply consistently across the campus to ensure that all units are treated equitably.

Health & Well-being

The guidelines should support the health and wellbeing of faculty, staff and students and create a physical environment that fosters innovation, collaboration and belonging.

Providing Common Amenities

The guidelines should prioritize access to common amenities such as lactation rooms, all gender and accessible restrooms, kitchen / break rooms, and other support spaces.

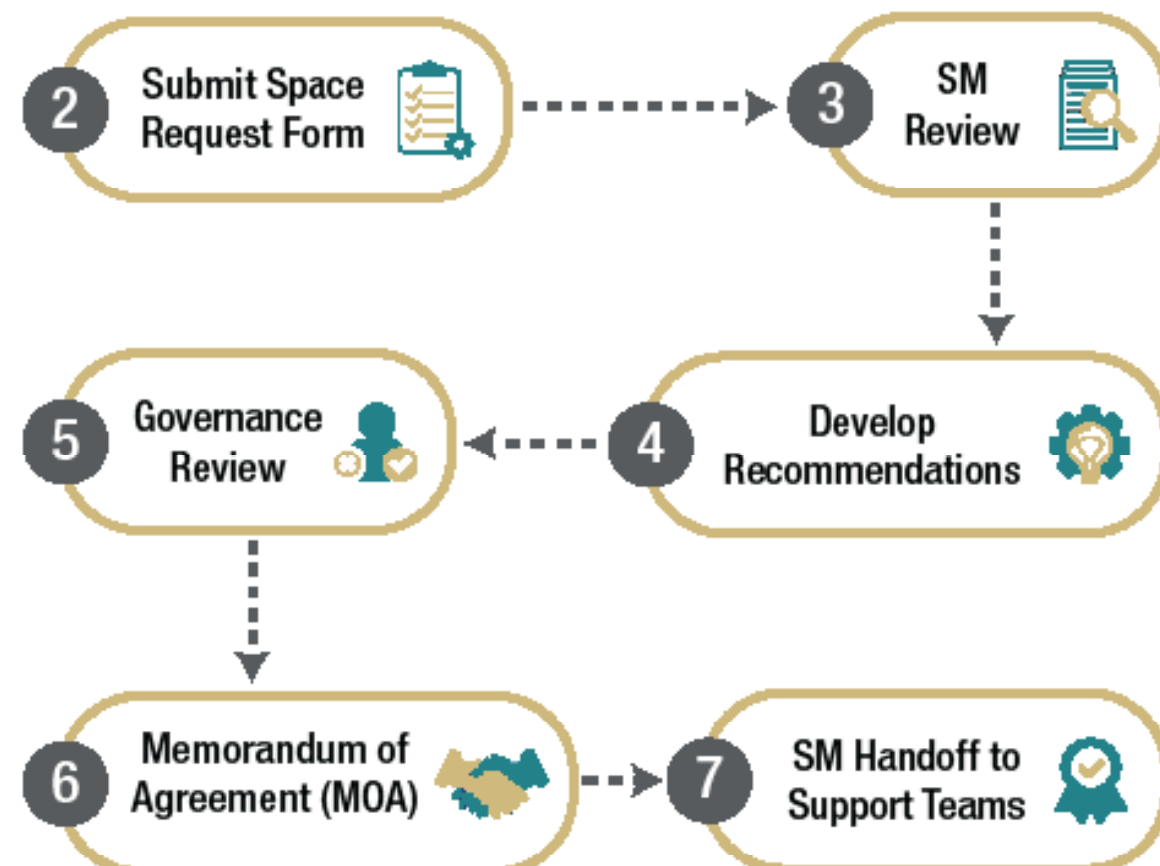
Responsible Stewardship

The guidelines should align with our commitment to affordable education and our climate commitments by promoting the efficient use of spaces.

SPACE REQUEST PROCESS



**COMPLETE STEPS ABOVE BEFORE
SUBMITTING A SPACE REQUEST**



BEFORE SUBMITTING A REQUEST

- Review the Workplace Guidelines.
- Evaluate your space internally and confirm that you cannot accommodate your request with space currently assigned to your unit.
- Identify a source of funding for related expenses including relocation, furniture, signage, technology, and renovation.
- Communicate with your Dean, Associate and/or Assistant Vice Chancellor about your request as their approval is required when you submit the form.

Once you've completed the above steps, fill out the Space Request Form detailing your department's needs. The SM team will review your request and reach out if additional information is required.


While we aim to accommodate all requests, approval depends on resource availability and how the request aligns with the Workplace Guidelines.

If your request is approved, please refer to the list of support teams on the following page. They can assist you with relocations, renovations, and other services commonly required when you are assigned new space.


SERVICES & SUPPORT TEAMS

Once you reach the last step of the space request process (SM Project Handoff to Support Teams) and your space has been assigned, please reach out to the teams listed below if you are in need of any of the following services. Contacts can be found [HERE](#).


Please note that requestor receives new spaces as-is and all expenses related to the space assignment are the responsibility of the requesting Unit. This may include relocation, renovation, signage, furniture disposal, IT, cleaning, etc.

- 


FURNITURE PURCHASING

Use CU Marketplace for ordering furniture or contact suppliers directly for quotes on specific needs.
- 


MOVING & RELOCATIONS

The Transition Management Team handles all aspects of moves to ensure a smooth transition including utilities, IT, keys, and badging.
- 

DESIGN & CONSTRUCTION

The team oversees all aspects of building projects, from planning and team coordination to execution and code compliance.
- 

ACCESS CONTROL

Service provided by Facilities Management and includes badging, electronic access, and keys.
- 

SIGNAGE REQUESTS

Service provided by Design & Construction and includes room, suite, floor lobby, and wayfinding. The requestor is responsible for both removal of prior occupant signage and installation of new signage in accordance with the CU Denver Signage Standards.

PROJECT EXAMPLES

SUCCESSFUL OUTCOMES



Denver

University Honors and Leadership Program (UHL)

Relocating a department to LSC 10th floor for UHL to move from a 9th Street Park duplex to LSC 9th floor.

Accommodates 250+ students and growing.

Center for Psychedelic Research

Unused office space was re-purposed into a research center.

MSU & CAM Space Trade

Arts Building space for a dance studio class for the Tivoli basement for music classes.

Computer Science & Engineering

Identified space in LSC for growing Cybersecurity program.

Chinatown Research Exhibit

CU System funded grant was given space in the CU Denver building.

PROJECT EXAMPLES

CURRENT SPACE CHALLENGES



Denver

Native & Indigenous Student Programs

Five programs are without space for collaborative research, teaching, and service activities.

ESL Academy

This unit is split between locations and in suboptimal space.

College of Architecture and Planning Fabrication Laboratory

Safety and workflow concerns require that a new location be identified for this space.

Donor and Partnership Opportunities

Interest from private industry and donors is increasing but it can be a challenge to identify suitable space.

Ex. Smart Futures and DEN partnership, and Physics Hyberlab.

THANK YOU



University of Colorado
Denver



University of Colorado
Denver