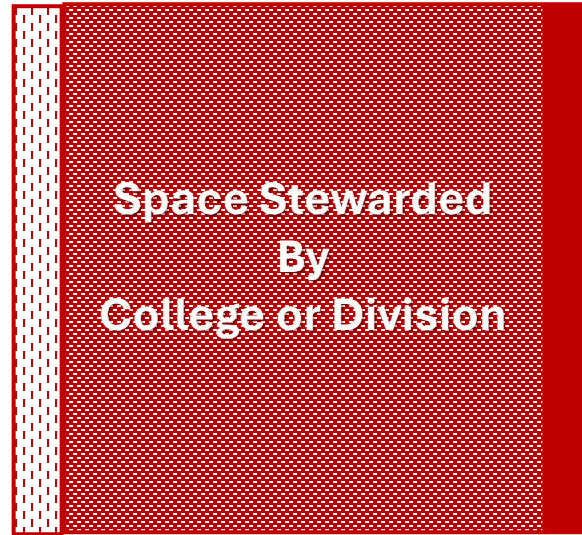


Cornell Space Management: Key Controls

Vacate Existing

- 1) Suitable for Reallocation? SUAC ([Procedure for the Reallocation of Space](#))
- 2) Demolish? SUAC ([Procedure to Designate and Manage Out-of-Service Facilities](#))
- 3) Terminate Lease (Real Estate)



Grow

- 1) Space Request; SUAC ([Space Request, Request to Lease Space](#))
- 2) Project Approval Request ([Policy 4.2, Transaction Authority & Payment Approval](#))
- 3) Lease Approval Request ([Policy 4.2, Transaction Authority & Payment Approval](#))

Manage

- 1) Responsibility = Dean/VP, delegated by Provost ([Space Management Principles](#))
- 2) Get more value out of existing? Need to grow? SUAC ([Guidelines for Space Needs Studies](#))
- 3) Optimizing during renovations
 - A. [Office Space Guidelines](#)
 - B. [Classroom Guidelines](#)
- 4) Playing well with others ([Shared Academic Buildings – Standard Agreement Template](#))