

# 1 **Space Conversion**

2 Effective: Moved to Policy Library from UPM 2.2(3)

3 Contact: [Facilities Planning and Management](#)

## 4 **Introduction**

5 Advance notice and approval of facility conversion or renovation enhances the university's ability to  
6 manage space.

## 7 **Policy Statement**

8 The conversion or renovation of space from one function to another requires notification and prior  
9 approval of Facilities Planning and Management (FP&M) Space Management. Similarly, contracted  
10 space or commitments to new staff, which ultimately require additional space beyond that already  
11 assigned, need the prior approval of FP&M Space Management.

## 12 **Resources**

### 13 **Links**

- 14 • [Facilities Planning and Management](#)