

# 1 **Space Conversion**

2 Effective: Moved to Policy Library from UPM 2.2(3)  
3 Reviewed and Updated: February 2017  
4 Contact: [Facilities Planning and Management](#)

## 5 **Introduction**

6 Advance notice and approval of facility conversion or renovation enhances the university's ability to  
7 meet critical programmatic needs and institutional priorities.

## 8 **Policy Statement**

9 The conversion or renovation of space from one function to another requires notification of the  
10 Facilities Planning and Management (FP&M) Space Management Office and prior approval by  
11 senior administration. Similarly, contracted space or commitments to new staff, which ultimately  
12 require additional space beyond that already assigned, must be reviewed by the senior  
13 administrative offices of the hiring unit and communicated to FP&M. Any modifications to physical  
14 space will be managed by FP&M according to the policies of Iowa State University and the Board of  
15 Regents.

## 16 **Resources**

### 17 **Links**

- 18 • [Facilities Planning & Management](#)

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