# Space Conversion

Effective: Moved to Policy Library from UPM 2.2(3)
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Contact: Facilities Planning and Management

## Introduction

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

## Policy Statement

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

## Resources

### Links
- Facilities Planning & Management