Request Approval and Evaluation

Planning

Implementation

Approval and Evaluation

Campus Facilities Planning Board (CFPB) approval may be required for:
- New construction project requests
- Large renovations or reallocations over 5,000 nsf
- Reallocation of vacant spaces
- Projects tied to space and funding request
- Public areas and spaces

Space evaluation process may include:
- Gather space information, existing program, floor plans, spatial reports, etc.
- Review of facilities condition index, asset locations, etc.
- Unit interview to clarify request
- Walk through of space with representatives from Unit, Planning & Facilities
- Prepare space and functional program for request according to space guidelines

Conceptual planning documents may include:
- Space and functional program for request according to space guidelines
- Scenario development such as test fit floor plans options
- Stacking diagrams, adjacency diagrams, and visual programs
- Lab requirement data sheets and equipment specifications

Space information update may include:
- Change in layout/geometry
- Change in room type
- Change in organizational occupant

Space request form found at http://manoa.hawaii.edu/planning/