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DEPARTMENT CHAIRS, MSOS, AND DIVISION LEADERS WITH SPACE AT MISSION HALL

Re: Mission Hall Space Allocations and Space Request Process

As a follow up to our letter on August 8, 2017, we are commencing the process for renovating the Mission Hall building. Meetings have already been scheduled by Adrian Miu to meet with the various sub-blocks to discuss the overall project and any proposals for department initiated and funded improvements to their space (pending campus approval). Much of the work is currently being planned and a description can be found in the August 8th letter (also attached). Concurrently, as stated in the original letter, *“the Chancellor is requiring that departments release or return to the Chancellor any workstations that are not assigned to an employee and any workstations that are assigned but have not been well utilized”*.

Attached is the allocation of space for your department/division/unit in Mission Hall. These are new assignments not based on initial allocations when the building was first programmed, but rather, based on current usage. ***This letter and allocation table serve as the formal documentation of all Mission Hall underutilized and unassigned space to be released by departments to the Chancellor, as well as the assignment of flex space (defined below) to the departments/divisions/units, effective immediately. Please forward this information as needed to affected occupant managers.***

Please refer to the attached space allocation spreadsheet for Mission Hall. The columns are defined here:

1. ***Initially Assigned Seats***: this is the initial assignment that your department/division/unit received when it first moved employees into Mission Hall. This may be from 2014.
2. ***Currently Used Seats***: this is the number of seats that were observed being well utilized. Walkthroughs were completed throughout the year to vet this information. This does not necessarily mean that the same seats are being assigned to your department/division/unit.
3. ***Allocated Flex Space***: this is **extra** space assigned to your department/division/unit, in addition to the Currently Used Seats. This number was calculated as 10% of the Currently Used Seats (rounded to the nearest whole number).
4. ***Total Assigned Work Areas***: this is the sum of the Currently Used Seats and the Allocated Flex Space
5. ***Private Office Quantity***: this is the number of private offices that will be assigned to your department/division/unit. This is based on 20% of the Currently Used Seats (rounded to the nearest whole number).



September 1, 2017

Page 2

6. Workstation Quantity: this is the number of workstations (cubicles) that will be assigned to your department/division/unit. This is the balance of Total Assigned Work Areas minus the Private Office Quantity.
7. Net Gain/Loss: Shows the total number of spaces that were either gained or released.

Please review the spreadsheet and compare the new allocation to your current number of employees at Mission Hall. If the new seat allocation does not provide you with enough seats to accommodate your current, existing employees who work a significant amount of time at Mission Hall (significant is defined as 40% of a 40 hour work week), you may ask your department's/division/unit's Archibus¹ Space Coordinator to review your need and to submit a Space Request Form (SRF; process described later in this letter). Employees who work off site at another location for several months but return back to work at Mission Hall for a significant portion of their week as their primary location will still be assigned a workstation.

However, **BEFORE** requesting additional seats, the following steps must be followed to insure your request can be evaluated:

- First, assess your current use and flex space that will be assigned. Ensure that your space is completely exhausted before submitting an SRF.
 - Can you accommodate your current employees within your existing space?
 - Consider sharing if some employees will not be at Mission Hall at least 40% of the time. Private spaces will not be assigned to employees who will occupy the space less than 40% of the week.
 - Flex spaces and hotel spaces can be used at the department/ division/unit's discretion. Flex spaces can be assigned by departments/divisions/units to employees who work at Mission Hall less than 40% of the work week.
- Check that your number does not include **growth** space.
 - Space will be assigned later as needed as new employees are hired, not before they are hired. Active searches do not constitute a need for space.
- Check that none of the employees in your list have existing assigned space elsewhere at UCSF.
 - Employees who have space at another UCSF campus will not be granted space at Mission Hall.
- Remember that hotel space is available on every floor and can be used on a day-to-day basis.
- Vet the space request with your department/division/unit's Space Coordinator and MSO.
 - Again, please ensure that you have exhausted other options before requesting space at Mission Hall.

If these checks have been completed, work with your department/division/unit's Space Coordinator to submit a space request. *A tutorial on how to follow this process has been attached.* Please make sure that the space request is filled out completely and **all** supporting documents are attached.

Space Request Important Notes:

- Remember that your department's Archibus Space Coordinator must complete, approve, and submit the SRF for your unit.

¹ Archibus is the campus space management system with online access. Space Coordinators, who have been previously identified by each department, are able to place space requests and view space assignment information via this online platform.

September 1, 2017

Page 3

- If the request is for a future employee that has signed an offer letter or agreed to transfer, you **must** provide documentation in the SRF.
 - Documents can include a signed offer letter or proof of active search and must be attached to the SRF in Archibus.
- Fill out all applicable fields. Some fields are left as optional only in the case that they are not applicable to your request. If a field is applicable, it must be filled out or the SRF will be incomplete.

Thanks again for your help in moving forward with these plans. If you have any questions on the process, please contact [Adrian Miu](#).

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Attachments