**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

**MEETING TIME: 1:00-2:00pm, Friday, February 22, 2019**

1. **February 8, 2019 Meeting Notes** 
   1. Approve meeting minutes
2. **Vacated Space Reallocation Request Process**
   1. Recommendation for action (or not) and associated timeline

**FUTURE AGENDA ITEMS**

* Building Space Reports – SH, NR, FR
* Potential HSU Lactation Accommodation Policy
* Facilities Management Cost Recovery Policy
* IAPB – Review proposed process and discuss role of USFAC within that framework
* Major Capital Outlay Plan 20/21
* Private Use Reporting & Research Space Tracking
* Formalization of our Mural approval process and guidelines

**ATTACHMENTS & LINKS**

* February 8, 2019 Minutes
* Draft Vacated Space RFP (RFP University Space… docx)
* Link to Draft [Space Request Webform](https://facilitymgmt.humboldt.edu/vacated-space-reallocation-request-form)
* Draft Rubric for scoring RFP responses (Vacated Space Rubric.xlsx)
* Floorplans (VacatedSpaceFloorPlans.pdf) of spaces for reallocation highlighted

**REMINDER- Next USFAC meeting is March 8, 2019, 1:00-2:30PM, SBS\_405.**