**2. Initial Planning**

Projects require initial planning or investigation to confirm he project is both feasible and beneficial to the University. The following are items that should be considered before committing design efforts:

1. Space Request/ Approval Process:
2. All space on campus is owned by the university and is assigned to S\C\D for their use. The **Space Committee**, chaired by the Vice President of Finance and Facilities determines what space can be reassigned to a department.
3. If a project requires space be reassigned, a **Space Request Form** can be entered online at \_\_\_\_ and the Space Committee will evaluate the request typically monthly.
4. When space is vacated, it reverts back to Facilities for reassignment. A customer can request assignment of space, which will be evaluated by the Space Committee.
5. Code Considerations:
6. Bureau of Fire Safety (**BFS**, Fire Marshal): The building type and occupancy will determine the authority having jurisdiction:
   1. State of Michigan: Regulate projects in classroom and dormitory buildings, with assistance by the WSU Office of Risk Management. Note: Projects regulated by the BFS require sealed documents be submitted and permitting through the State of Michigan Electrical Department.
   2. WSU Office of Risk Management: Regulates all other campus facilities through the WSU Fire Safety Officer. (313-577-3313)
7. Elevators: Have been assigned be the State to the City of Detroit Elevator Code.
8. Customer Estimate:

Definitions:

Space Committee:

Space Request Form:

BFS (Bureau of Fire Safety):