



CUIMC SPACE POLICY

Updated: December 2023

Requests for Space (temporary or permanent): Requests for VP&S laboratory research space (wet or dry) and related offices, regardless of location or property ownership (incl. NYP, NYSPI or off-site), must be submitted to the VP&S Office for Research (ps-lab_research_ops@cumc.columbia.edu). Requests from VP&S for clinical or administrative space, or from all other schools for any type of space (laboratory, office, or clinical), regardless of location or property ownership (incl. NYP, NYSPI or off-site), must be submitted in writing to the Space Planning Office (Maria Delgado, Executive Director). The Space Planning Office or the VP&S Office for Research will acknowledge receipt in writing and present to the appropriate Space Committee for review.

This policy covers all space requests including new recruitment as well as faculty retention space.

No space can be loaned, leased, returned, or transferred permanently or temporarily between or among schools, departments, centers, institutes or outside entities regardless of location or property ownership (e.g., CUMC, NYP or Morningside Schools, off-site) without being processed through the Space Committee.

Requests to Return Space: Regardless of location or property ownership (incl. NYP, NYSPI or off-site), all requests to return space, either permanent or temporary, must be offered in writing to the Space Planning Office.

Requests to Restore Space: A school, department, center, or institute that has temporarily returned space to the Office of the Chief Executive Officer or the Vice Dean for Finance and Administration, must formally request from the Space Planning Office the restoration of that space no later than six months before the end of the agreed upon return period.

Request for Renovation of Space: Regardless of location or property ownership (incl. NYP, NYSPI or off-site), requests from VP&S departments, centers, and institutes for the renovation of laboratory and related office space must be communicated in writing to the VP&S Office for Research (ps-lab_research_ops@cumc.columbia.edu). Requests from VP&S for renovations of clinical or administrative space, or from all other schools for renovation of laboratory, clinical, or office space must be communicated in writing to the Space Planning Office and the Office of Capital Projects, regardless of location or property ownership (incl. NYP, NYSPI or off-site). The request must include a brief description of the scope-of-work and project location. The Space Planning Office or the VP&S Office for Research will acknowledge receipt in writing and communicate such request to the Design and Construction Team who will arrange assignment of a project manager.

Please note when considering renovations, no wet space can be converted to dry space. However, recognizing there may be unique and extraordinary cases, the request will be heard and a decision will be made on a case-by-case basis.

Additional Comments/Notes:

1. Rent charges apply to all space without exception