Staff Approval Authority

The RESCC has authorized Portfolio Management to approve requests outside of the meeting cycle that meet the following conditions:

- Temporary ground floor for construction laydown space up to 5,000 square feet
- Renovations under $25,000 in construction cost
- Equipment requests go to capital committee with additional review by Property Services, except those requiring construction
- All project related temporary assignments of space less than 2,000 square feet
- Request for change in use or reassignment of space under 2,000 sf. If:
  - Gap is within acceptable range (+ 10% of benchmark)
  - Construction costs are less than $25,000 and funded by requesting department
- Real Estate Approvals of all Lease renewals when all of the following conditions are met:
  - ≤ 5,000 square feet
  - Within 5% of previous of previous lease rate
  - When all parties are in agreement and with VP and EVP approved space request
  - Space utilization is within 10% of agreed upon benchmarks (if applicable)
- Resident housing leases less than $30,000/year (with Provost approval)