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:
  o Gap is within acceptable range (+ 10% of benchmark)
  o 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:
  o ≤ 5,000 square feet
  o Within 5% of previous of previous lease rate
  o When all parties are in agreement and with VP and EVP approved space request
  o Space utilization is within 10% of agreed upon benchmarks (if applicable)
• Resident housing leases less than $30,000/year (with Provost approval)