



# **GLENN PROCEDURAL REQUIREMENTS**

**Directive: GLPR 8800.15A**  
**Effective Date: 05/30/2023**  
**Expiration Date: 05/03/2028**

## **COMPLIANCE IS MANDATORY**

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**Responsible Office: F/Facilities, Test and Center Operations Directorate**

**Subject: Glenn Research Center (GRC) Space Management  
Committee (SMC) Procedure: Policies and Process for Space  
Management w/Change 1 (06/04/2024)**

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# **PREFACE**

## **P.1 PURPOSE**

This Glenn Procedural Requirement (GLPR) document establishes a general policy and details procedures for a center Facilities Utilization Program. Its purpose is to ensure that the Glenn Research Center's (GRC's) real property is managed in an efficient and reasonably economical manner that allows its personnel to meet the requirements of ongoing and future missions and objectives. The program provides a process for meeting GRC's strategic real property requirements and ensures that real property is managed as a Center resource. This GLPR also establishes the requirements and responsibilities for space management, including reserved parking, at GRC and provides specific process steps to request the relocation of personnel and/or the need for the reassignment of space.

## **P.2 APPLICABILITY**

- a. This directive is applicable to all organizations at Glenn Research Center (GRC) Lewis Field and Neil A. Armstrong Test Facility (GRC-ATF).
- b. This directive is applicable to documents developed or revised after the effective date of this GLPR.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term "may" denotes a discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.

## **P.3 AUTHORITY**

- a. NASA Policy Directive (NPD) 8800.14, Policy for Real Estate Management
- b. NASA Procedural Requirements (NPR) 3713.1, Reasonable Accommodations Procedures for Individuals with Disabilities
- c. NPR 8800.15, Real Estate Management Program, Chapter 5

## **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. Office of Management and Budget (OMB) – National Strategy for the Efficient Use of Real Property 2015-2020
- b. OMB – Management Procedures Memorandum 2015-01, Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint

- c. NPR 3600.2, NASA Telework Program
- d. GLPD 1000.1, GRC Governance and Strategic Management Structure
- e. Glenn Charter (GLC)-MSC-FURrB-8800.1, GRC Facilities Utilization and Readiness Review Board (FURrB)
- f. Glenn Procedure (GLP)-QS-8715.1.19, Glenn Safety Manual, Chapter 19: Vehicle and Pedestrian Safety
- g. GRC 75 Form, Space Management Committee Request
- h. GRC 75A Form, Space Management Committee Request for Lab
- i. GRC 75B Form, Space Management Committee Waiver Form
- j. GRC 75C Form, Appeal to Facility Utilization and Readiness Review Board
- k. GRC 75D Form, Space Management Committee Decision Document
- l. GRC 75E Form, Space Management Committee Release of Assignment
- m. GRC 75P Form, Space Management Reserved Parking Request
- n. U.S. General Services Administration (GSA) Report, Workspace Utilization and Allocation Benchmark, July 2012
- o. Logistics and Property Management Office Glenn Move Operations Office Move Guide

## **P.5 MEASUREMENT/VERIFICATION**

The Center Facilities Utilization and Readiness Review Board (FURrB) and the Facilities Utilization Officer (FUO), as defined in GLC-MSC-FURrB-8800.1, and established in GLPD 1000.1, and with support from the Space Management Committee (SMC) Co-Chairs, Directorate Space Management representatives, and building managers, will assess the needs of the Center to optimally allocate available NASA facilities to meet its programmatic and institutional requirements.

## **P.6 CANCELLATION**

This GLPR 8800.15A cancels GLPR 8800.15 w/Change 3 (2/10/2020), dated March 7, 2014.

**LAURENCE SIVIC** *Digitally signed by LAURENCE SIVIC  
Date: 2023.05.30 16:34:21 -04'00'*

Laurence A. Sivic  
Associate Director

# CHAPTER 1: Introduction

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1.1 The Facilities Utilization Program has been established to optimally allocate the available NASA facilities to meet NASA's programmatic and institutional requirements.

1.1.1 The Facilities Utilization and Readiness Review Board (FURrB) establishes the Space Management Committee (SMC) in accordance with Glenn Charter GLC-MS-C-FURrB-8800.1. The SMC reports to the FURrB and works as a lower-level team to manage and coordinate facility space usage and routine requests for facilities adjustments in accordance with this policy.

1.1.2 The SMC is a team of personnel consisting of:

- a. The Facilities Utilization Officer (FUO). Appointed by the Center Director, the FUO is vested with authority for the assignment and utilization management of GRC facilities and shall be responsible for implementation of all office space assignments and reassignments. As such, these duties may be delegated to the Space Management Committee Co-Chairs (SMCCCs) or other staff at the FUO's discretion.
- b. The Space Management Committee Co-Chairs (SMCCCs). The SMCCCs interact with Space Management Directorate Representatives (SMDRs) to resolve most space management issues in supporting the FUO, including approving GRC 75 and GRC 75A form requests and making recommendations on GRC 75B form requests.
- c. The SMDRs. Directorates shall designate an SMDR, and may designate alternates, to participate in SMC activities, ensure that their organization's needs are considered, and ensure that their organization is efficiently utilizing the office and lab spaces they are occupying.

1.2 Office space allocation standards and guidelines are derived from NPR 8800.15, Real Estate Management Program, and the GSA Report Workspace Utilization and Allocation Benchmark with consideration to local conditions and limited availability of space.

1.3 Individuals and/or organizations granted assignments to occupy facility space are considered tenants rather than owners of space.

1.3.1 Referring to the space an organization occupies as its "footprint" can be misleading as it implies that it is a fixed allocation. Assigned space is based on staffing and other organizational requirements that may change over time.

1.3.2 When an organization makes improvements or alterations to its assigned space and then vacates this space in the future, such improvements/alterations will transition to the succeeding occupying organization for their use or disposition.

1.3.3 When referencing office space, the term "seat" may be used to denote an available space in an office or an unoccupied workstation (cubicle).

1.4 Generally, all space is presently assigned; therefore, a request for space is a request for some other organization to release space so that it may be reassigned to the requesting organization.

1.4.1 When requesting the use of space assigned to another organization, written concurrence from that organization should accompany the GRC 75 or GRC 75A forms. See Chapter 2 and Appendix B for more details regarding Space Management forms.

1.4.2 Periodically, the FUE will evaluate organizational requirements to current assigned space and identify any excess space. Any space assigned to an organization in excess of their requirements will be released to the jurisdiction of the FUE via form GRC 75E.

1.4.3 Before requesting new or additional space to meet changing requirements, a division or branch shall first review its current assigned space prior to requesting additional space assigned to another organization or under the realm of the FUE.

1.4.4 Space not assigned to an organization will belong to the jurisdiction of the FUE. An organization may request the use of this space via the GRC 75 or GRC 75A process.

1.4.5 If an organization relocates to new space, the vacated space becomes unassigned and reverts to the jurisdiction of the FUE unless it is part of a transaction with another organization that has received prior Co-Chair/FUE approval. There shall be no presumption that the vacated space will remain assigned to the vacating organization. The FUE may request the vacating organization's SMDR to sign a GRC 75E form to formally acknowledge that this space has reverted back to the jurisdiction of the FUE. If the SMDR disapproves the GRC 75E request, the FUE may file an appeal to the FURrB.

1.4.6 If seats assigned to an organization have been vacant for six months with no definite, specific plans for occupying them, the FUE has the right to enforce ceding them back to the FUE via the GRC 75E process for Center use.

1.4.7 When considering requests for space, priorities aligned to the overall Center mission will take precedent and may dictate the need for compromises or revisions to an organization's request.

1.5 The scope of the FUE and SMCCC roles do not include larger building issues such as egress concerns (i.e., moving equipment into a hallway), room health issues (odors, water leaking), securing an office, and other issues within the realm of the safety and/or building manager. It also does not include test assignments in test facilities nor temporary outdoor needs such as reserving part of a parking lot to conduct research (safety/civil engineering).

## CHAPTER 2: Guidelines and Requirements for Office Space Allowance

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2.1 In aligning with Agency policy, field centers shall work toward reducing office space whenever possible. The OMB Management Procedures Memorandum 2015-01 states that agencies shall, “make more efficient use of the Government's real property assets and reduce the total square footage of their domestic office and warehouse inventory relative to an established baseline.” To achieve this goal of reducing office space, in alignment with the Agency and Center Master Plan, the following requirements shall be enforced for all employees to the greatest extent possible.

2.2 The FUO will advocate for new and innovative approaches to reducing office space, including shared or mobility workspaces, which refers to any arrangement where the total number of an organization's employees exceeds the number of that organization's office seats. As part of the Agency's shift from a traditional to hybrid work posture several new terms have been introduced as part of the Future of Work.

- a. As such, it is expected that the total office space assigned to an organization might not include an allocated amount for every individual within that organization.
- b. Full-time employees who routinely telework 50% or more have no guarantee that an office seat will be exclusively assigned to them on GRC's campus. Routinely teleworking employees will have access to collaborative spaces such as hoteling and touchdown space options within their organization's assigned area and across campus
- c. Exclusive seats are not assigned to summer students (or other individuals) who are on campus for less than 6 months a year.
- d. Any employee with a remote work agreement will not be assigned a seat on the GRC campus.
- e. Examples of the move away from the traditional concept of "one person one desk" model include:
  - (1) Desk sharing is an arrangement in which two or more employees share use of a single workspace, where each employee has a designated day or time for use of that workspace.
  - (2) Hoteling is an alternative workspace solution where employees reserve workspaces on an as-needed basis.
  - (3) Touchdown space (a.k.a. hot desking) is an arrangement in which employees use non-dedicated, non-permanent workspaces assigned on an unreserved first come, first served basis (typically drop-in).
  - (4) Teleworking per OPM.gov is a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized

activities, from an approved worksite other than the location from which the employee would otherwise work. (Refer to NPR 6300.2, NASA Telework Program.)

- f. NASA Personnel granted telework or remote work shall not remove furniture in support of work performed off Center. Exceptions shall be limited to those with approved reasonable accommodations.

2.3 Civil Service (CS) employees not in telework status will be housed onsite. Office space for Support Service Contractors (SSCs), transients, professional development participants, detailees, visiting fellows, and visitors from other NASA Field Centers, et al., will be provided subject to the availability of office space on the GRC campus.

- a. The SSCs may need to be housed in offsite offices even though this may cause inefficiencies.
- b. Employees on a position detail will be assured that their seat will be made available upon expiration of the detailed position but may be used by another employee (such as a summer student) while they are away.

2.4 No employee shall be assigned more than one full-time office location or be assigned more than one office location.

2.5 The GRC 75 form shall be submitted for basic office moves. Examples of these include:

- a. Temporary location of personnel that are normally assigned office space (see 2.2) that occupy a permanent seat.
- b. Initial office location for a new employee.
- c. Moves to a new desk within the same office may be submitted on a GRC 75, but at a minimum should be disclosed in writing to the SMCCC to document the movement of computers and/or telephones. No computer or telephone moves will be performed without prior approval and/or notification.
- d. While not required, submitting a GRC 75 when employees leave the Center helps keep current the space management database information regarding organizational space utilization and individual personnel assignments. The FUE maintains the Center's computerized space management database of organizational space utilization and individual personnel assignments and is responsible for timely submission of annual reporting requirements outlined in NPR 8800.15.
- e. If a decision has not been made within a reasonable time regarding approval of a submitted GRC 75, the SMCCC will contact the submitting organization.

2.6 Office Space Allowances-

2.6.1 Only Senior Executive Service (SES) and employees with supervisory duties shall be housed in private offices. Supervisory positions are those that are officially recognized (position classification) and require the exercise of supervisory or managerial responsibilities. Others



such as Senior Technologists may be housed in private offices based on availability.

2.6.2 When working on-site, non-supervisors housed in walled offices shall be allocated a minimum allowance of 65 square feet (SF) for working, HVAC, and egress space.

2.6.3 Non-supervisors will also be housed in workstations, typically in a 7' x 8', 7' x 9' etc. cubicle. Larger workstations may be assigned for non-supervisory higher-grade employees subject to availability within an organization's assigned office space.

2.6.4 Double occupancy is the standard for full-time non-supervisory employees with a grade of the general schedule 15 (GS-15), although an organization may exercise discretion, including additional housing of part-time or temporary employees within their offices. As such, if the FUE determines that a room's square footage allows for more than two employees, additional furniture units shall be placed in them in accordance with this policy. An organization may house a non-supervisory GS-15 employee (with employee's concurrence) with a lower grade nonsupervisory employee.

2.6.5 Additional office area of up to 100 SF is permitted for directorate and division office administrative assistant areas to house an organization's files.

2.7 With the exception of supervisory offices, the number of furniture units in an office will be based on the optimum occupancy as illustrated discussed in Section 2.4.4. A standard office furniture layout will include a modular desk, hutch, return/computer table, and lateral file cabinet for each residing employee and allows:

- a. Future moves to be more seamless with standard furniture designs in place.
- b. The Center to manage its real property footprint more efficiently.

2.8 For purposes of this document, office furniture can be classified into one of three categories.

- a. Modular Furniture – Connecting furniture modules/components such as a desk, bridge, return/computer table, hutch, and pedestal.
- b. Conventional Furniture – Metal/wood office furniture such as a desk, computer table, credenza, and overhead hutch.
- c. Systems Furniture – Interconnecting panels that support work surfaces, storage/shelving units, and other components (panel-hung). May only be utilized in office areas of 400 SF or larger unless an approved GRC 75B, Space Management Committee Waiver Form, is obtained from the FUE.

2.9 The FUE or designee shall receive and work with requesting organizations regarding all facility space including office and other functional areas.

2.10 Exceptions are generally not considered except in certain rare instances. An exception requires a GRC 75B signed by the FUE. Some examples may include:

- a. An individual leading an Agency Program and badged to NASA Headquarters and/or whose duties require a lockable office.
- b. The need to relocate an off-site contractor onto the main campus.
- c. The use of systems furniture in office areas under 400 SF.
- d. A deviation from the standard office furniture layout.
- e. Reasonable accommodations for qualified persons with disabilities (individuals that satisfy the requisite skill, experience, education, and other job-related requirements of the employment position).
- f. In rare circumstances, nonsupervisory employees requesting an enclosed single office, with significant supporting justification.
- g. A request to convert an office to a conference room, and vice versa.
- h. A request to convert office or conference space into a nursing mothers' room.
- i. Not assigning the maximum number of employees in an office as defined by this policy.

2.10.1 If an organization is relocating to an office without the maximum of number of workstations, the FWO will give special consideration where architectural, egress and other issues within specific office rooms may affect assigned population density.

2.10.2 For contracts required to maintain an onsite/offsite workforce or workforce ratio, an e-mail or other written concurrence from contractor management should accompany the form.

2.11 If the Center FWO disapproves a GRC 75B, upon notification the requesting organization has 14 calendar days to submit an appeal (GRC 75C) for reconsideration to the Chair of the FURrB.

2.12 The Chair of the FURrB or the FWO may work directly with the organization to resolve a disapproved GRC 75B or other space management matter. If this is not attainable, the organization will present its case at an upcoming FURrB meeting for final resolution.

2.13 Non-office space allocations (such as conference rooms, storage, etc.) are based on programmatic need, appropriateness of use, and efficiency of space utilization. Assignments consider the justification for the size of space requested, and the availability of utilities and related services, while considering safety, security, and environmental factors.

2.14 Research and development laboratory space requirements are given priority over other space needs. Laboratory space assignments are not permanent. The effective date and duration of assignments are based on program needs and project durations. Effort shall be made to optimize utilization of space by co-locating compatible research activities when possible.

- a. A hard lab (a.k.a. wet lab) is a laboratory where chemicals or other materials or biological matter is tested and analyzed, and which requires water, direct ventilation, and specialized

pipelined utilities. Should typically not have assigned office space unless assessed by GRC safety office as safe for occupancy.

- b. A soft lab (a.k.a. dry lab) is a laboratory where computers are primarily used in analyzing and evaluating data. As such these may serve as assigned as the employee's assigned office space.
- c. Any request to change existing space into a lab or other technical space shall be submitted via the GRC 75A form.

2.15 Conference room space shall be available for employee use through a scheduling process.

2.15.1 Generally, individual organizations do not have exclusive rights to a conferencing space without an approved GRC 75 form. Legitimate examples for exclusive room rights could include areas used for contract Source Evaluation Boards (where proprietary materials are stored), Mishap Investigation Boards, full-time Mission Integration Project Teams, and secure processing/conferencing spaces.

2.15.2 Organizations that invest in media devices for conference rooms shall be responsible for securing these devices. An investment in a conference room by one organization will not preclude room usage by other organizations.

2.16 The use of paved parking spaces for storage structures is discouraged, as the finite number of on-campus parking spaces are in high demand for vehicular parking. Assignment of exterior sites, whether paved, lawn, or natural areas, shall be documented through via form GRC 75.

2.16.1 Exterior stand-alone storage structures are considered relocatable buildings and shall not be purchased or rented without meeting the requirements of NPR 8800.15.

2.16.2 Requests for storage structures shall be submitted through the GRC 75 or GRC 75A form process.

2.17 Reserved Parking Policy (Lewis Field Only)

2.17.1 Refer to Document GLP-QS-8715.1.19 (Glenn Safety Manual, Chapter 19, Appendix D) for the reserved parking policy and process.

2.17.2 Requests shall be submitted on Form GRC 75P, Space Management Reserved Parking Request.

2.17.3 Vehicles utilizing reserved parking locations shall utilize the GRC hang tag issued by Space Management that will include the color or symbol authorizing use of the reserved parking space.

2.17.4 Employee reserved parking is not included in this policy and is administered through the Office of the Director of Diversity and Equal Opportunity. The SMC Co-Chair will maintain a log and distributes hangtags for approved spaces.

# CHAPTER 3. Responsibilities

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## 3.1 Requesting Organization

- a. Identifies a need to relocate personnel and/or a need for new or additional space.
- b. Verifies the need cannot be met within space currently assigned within the organization.
- c. Submits request.

## 3.2 Requester

Prepares and submits a complete and correct request.

## 3.3 Space Management Directorate Representative (SMDR)

- a. Assures need cannot be met within space currently assigned within the organization (if requesting additional space).
- b. Verifies request is complete and correct.
- c. Approves Request.

## 3.4 Space Management Committee Co-Chair (SMCCC)

- a. Reviews submitted requests for accuracy and completeness.
- b. Approves request forms for office (GRC 75), lab (GRC 75A), and reserved parking spaces (GRC 75P). Makes recommendations to the FUO (GRC 75B only).
- c. Logs, tracks, processes, and forwards requests.
- d. Communicates outcome to all stakeholders.
- e. Verifies information in Management Integration Division (FX) databases and makes any necessary corrections or updates.

## 3.5 Space Management Lab Representative (SMLR), GRC 75A only

- a. Reviews requests for potential available space and coordinates building concerns.
- b. Meets with Space Management Safety Representative (SMSR) and addresses concerns.
- c. Recommends approval to SMCCC.

### **3.6 Space Management Safety Representative (SMSR), GRC 75A only**

- a. Reviews requests for safety concerns.
- b. Meets with SMDR and addresses concerns.
- c. Recommends approval to SMLR.

### **3.7 The Facilities Utilization Officer (FUO)**

- a. Is responsible for this GLPR and enforcing its provisions.
- b. Approves Waiver requests (GRC 75B).
- c. Prepares, approves and/or concurs with recommendations (GRC 75D only).
- d. Advocates for organizations to release vacated space (GRC 75E).

### **3.8 Facility Division Systems Manager**

- a. Reviews requests for impact upon building systems.
- b. Recommends approval to SMCCC.

### **3.9 Facilities Manager, GRC 75A only (Lewis Field only)**

- a. Reviews and approves request.
- b. Recommends approval to SMLR.

### **3.10 FURrB Chairperson, GRC 75B only**

- a. Reviews requests with SMC.
- b. Approves requests.

### **3.11 Move Operations, GRC 75 only (Lewis Field only)**

Schedules and coordinates move once request is approved. The Logistics and Property Management Office is responsible for designing the layout of the areas and will assist in the selection and procurement of the appropriate class of furniture for the space.

### **3.12 Civil Systems Manager, GRC 75P only (Lewis Field only)**

Approves requests.

## CHAPTER 4. Procedure

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4.1 Requester prepares a Form GRC 75 or GRC 75A and submits to the SMDR.

4.2 The SMDR reviews and approves the request, obtains management approval, signs, and forwards to the SMCCC.

4.3 The SMCCC reviews the request for accuracy, completeness, and consistency with Center policy.

4.3.1 For a GRC 75 request, the SMCCC reviews, approves, and informs the requester and the SMDR or other representative designated by the requesting organization. For Lewis Field moves, the SMCC also forwards the approved GRC 75 to the Move Operations Office. Refer to the Logistics and Property Management Office Move Guide for details.

4.3.2 For GRC 75 requests that would change space usage, personnel density of the space, etc., the SMCCC will also forward the request to the FUO and the FD Systems Management Branch for review. The FUO then recommends approval to the SMCCC.

4.3.3 For a GRC 75A request, the SMCCC forwards to the SMC laboratory representative for review and approval.

- a. The SMC laboratory representative forwards the request to the safety and health SMC representative for review and approval, and returns the request to the SMLR, who advises the SMCCC on approval.
- b. If the request alters use of space or building systems, the SMLR forwards the request to the FUO and FD System Managers for review and approval, and returns the request to the SMLR, who advises the SMCCC on approval.
- c. The SMCCC approves, processes, and sends the signed form to the requester, the SMLR and the SMDR or other representative designated by the requesting organization.
- d. When vacating space, an employee is responsible for the cleanup of the area being vacated, and the organization is held accountable. This includes properly dispositioning records, excessing unneeded furniture and equipment, recycling, and the removal of all other materials, debris, and supplies.

4.4 Changes to space usage, the approved personnel density of the space, or other agreed-upon conditions after SMC approval will void the original space approval and a new request must be submitted.

4.5 Storage is not permitted within space not assigned to an organization, in corridors and hallways, loading docks, or within mechanical or electrical rooms.

4.6 Any deviation from this policy requires Form GRC 75B, Space Management Committee Waiver.

## Appendix A: Acronyms

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CS	Civil Service
FUO	Facility Utilization Officer
FURrB	Facilities Utilization and Readiness Review Board
GLPD	Glenn Policy Directive
GLPR	Glenn Procedural Requirements
GRC	Glenn Research Center
GRC-ATF	Glenn Research Center Neil A. Armstrong Test Facility
GS	General Schedule
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OMB	Office of Management and Budget
SES	Senior Executive Service
SF	Square Feet
SMC	Space Management Committee
SMCCC	Space Management Committee Co-Chair
SMDR	Space Management Directorate Representative
SMLR	Space Management Lab Representative
SMSR	Space Management Safety Representative
SSC	Support Service Contractor

## Appendix B: Space Management Documents

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**B.1 GRC 75, Space Management Committee Request.** Submitted by an organization to the Space Management Co-chairs for basic office moves. Also includes miscellaneous moves such as telephone only moves, reserving trailer space, and temporary use of parking space for a construction project.

**B.2 GRC 75A, Space Management Committee Request for Lab.** Submitted when an organization wishes to use or convert existing space into a lab, shop, technical space, storage, or other miscellaneous usage. This requires additional involvement with the Center Lab Representative to assess the availability and suitability of the space requested, the Safety Representative to assess hazards and determine if a safety permit is required, and possibly Facilities Systems managers to assess the potential impact on utility systems within the facility. The form is also submitted when the nature of the research in an existing lab changes and requires a safety reassessment or if a different organization is assigned to the space. If the space is reassigned to another branch within the same organization and the research is of the same nature, a written communication only is required.

**B.3 GRC 75B, Space Management Committee Waiver.** Submitted by an organization to the Space Management Co-chairs when an organization requests space that normally would be disapproved and is an exception to this policy. Requires approval of the Center FUO. Some examples are listed in Section 2.8 of this document.

**B.4 GRC 75C, Appeal to Facility Utilization and Readiness Review Board.** Submitted to the FURrB when an organization's request related to space has been disapproved by the Space Management Co-chair and/or FUO. In normal circumstances a final determination will be made by the Chair of the FURrB at the next scheduled meeting.

**B.5 GRC 75D, Space Management Committee Decision Document.** An informational form the FUO or Co-chairs may prepare to record a formal decision or otherwise document a space management issue and action.

**B.6 GRC 75E, Space Management Committee Release of Assignment.** A request from the Center FUO for an organization to relinquish rights to space previously occupied. If the organization consents, other organizations may submit requests to utilize the space via the GRC 75 or GRC 75A process if an immediate Center need for the space has not been identified. If the organization does not consent the FUO may submit an appeal request to the Chair of the FURrB.

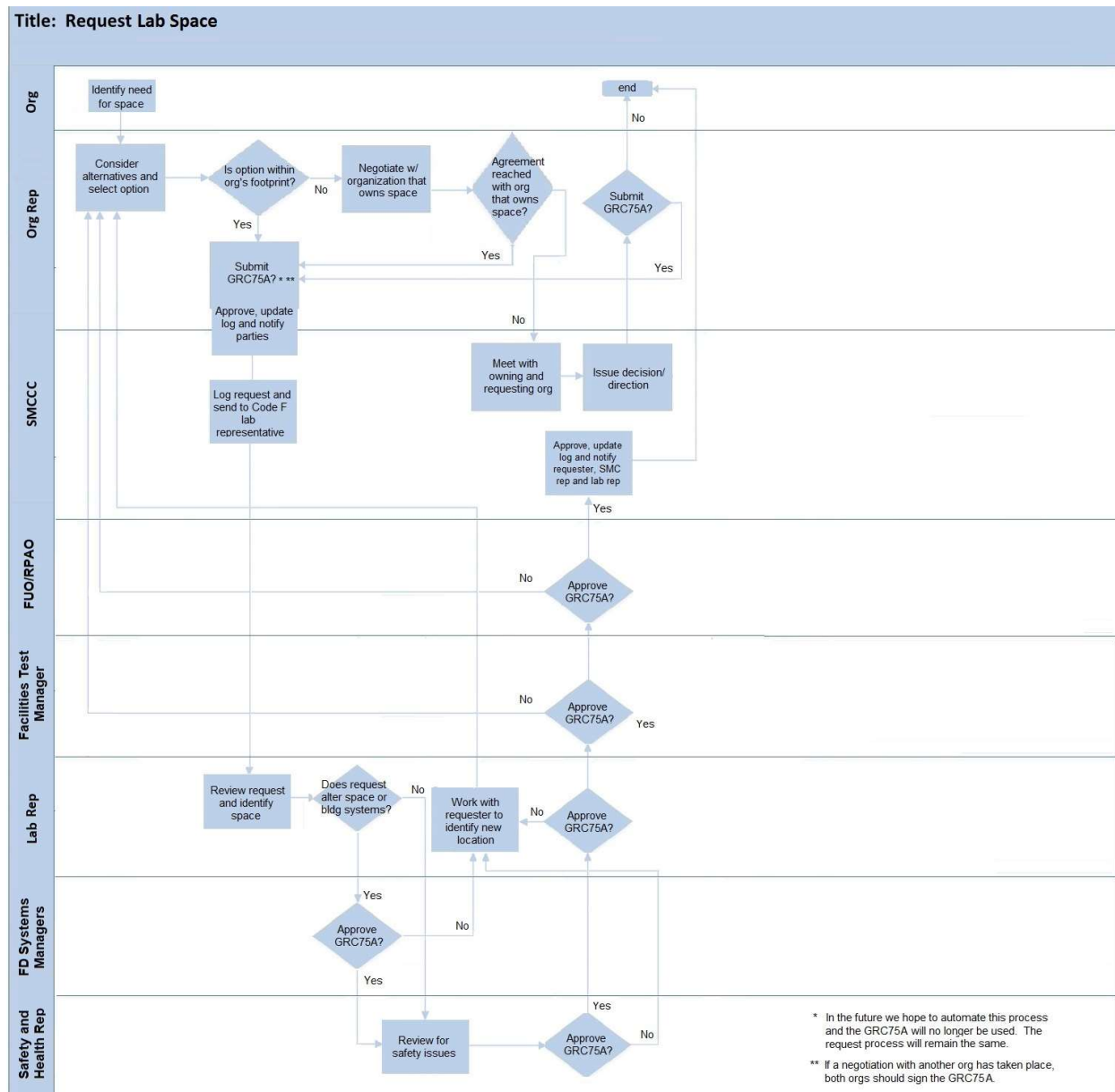
**B.7 GRC 75P, Space Management Reserved Parking Request.** A request for senior leadership and contractor support vehicles to be utilized for loading and unloading, in support of the NASA mission, security, maintenance, and construction. See Appendix C of Chapter 19, Vehicle and Pedestrian Safety, from the Glenn Safety Manual (GLP-QS-8715.1) for more information about this process.





# Appendix C: Process Flowcharts - continued

## C.2 Request Lab Space



Note: this chart describes the lab request process as it relates to space management. It is part of a larger Center process that assesses the overall suitability, need and location for the research associated with the GRC 75A request.

## Change History

Change	Date	Description/Comments
Basic	3/7/2015	Baseline
Change 1	6/11/2015	Changed prefix on form numbers throughout document (from “C” to “GRC”). Removed Associate Director and replaced with FURB Chair in Section 3.10. Updated format in Appendix A and updated flowcharts in Appendix B.
Change 2	03/06/2019	Administrative Change: Extend expiration date from 03/07/2019 to 03/07/2020 per GLPR 1410.1, to complete changes from updated NPR 8800.15.
Change 3	02/10/2020	Administrative Change: Extend expiration date from 03/07/2020 to 06/07/2020 per GLPR 1410.1, to complete substantive changes from NPR 8800.15
A	05/30/2023	Substantive changes include: P.2.a Added Neil A. Armstrong Test Facility 1.1.2 – Added requirements for FUO and organizations 1.3.1, 1.3.2, 1.3.3 defined space “footprint” and “seat.” 1.4.1 through 1.4.6 – Added clarification of process 1.5 Clarified roles of FUO and SMCC Chapter 2 rewritten to meet/add requirements; New sections: 2.2 modified workspaces and 2.16 adds reserved parking. Chapter 3 Responsibilities and titles updated. New. Appendix B – Space Management Documents Updated to meet requirements of GLPR 1410.1
Change 1	06/04/2024	Administrative Changes: Updated Code F name to “Facilities, Test and Center Operations” Removed references to LTID and replaced with Logistics and Property Management Office

*\*\*Include all information for each revision. Do not remove old revision data. Add new rows to table when space runs out by pressing the tab key in the last row, far right column.*