**On-Campus Ambulatory Condo Space Planning & Management Process**

Date of update approval: June 16, 2022

**Purpose: to document and outline the current on-campus space review and planning process for joint condo facilities supporting ambulatory care on campus.**

1. WUSM/BJH has joint condo ownership in several facilities on campus, including but not limited to the Center for Advanced Medicine (CAM), Center for Outpatient Health (COH), and Ambulatory Cancer Center (future ACC). This process also applies to any on-campus space in a condo facility utilized for patient care services, support space, or diagnostics.
* BJHN Center for Outpatient Health (COH)
* BJHN Center for Advanced Medicine (CAM)
* Mid-Campus Center
* Northwest Tower
* Southwest Tower
* St. Louis Children's Hospital (SLCH)
* Steven & Susan Lipstein BJC Institute of Health
1. WUSM and BJH agree to collaborate in all on-campus condo facilities on ambulatory space planning and discuss their needs annually to ensure the highest and best use of all condo space.
2. Each party maintains complete control over their own condo spaces and agrees to ensure all spaces' highest and best use. The lead Clinical Planner/Senior Project Manager WUSM and Director of Planning for BJC (currently Paul Sedovic and Grace Cuddihee) work together to align recommendations where adjacencies and space connect.
3. Spaces that are utilized between entities will be managed through lease agreements or MOUs as deemed appropriate by the legal representation of both parties. In some cases, a real estate transfer may be required, and joint leadership would vet this transfer should that discussion arise.

**WUSM Owned Space – Current Process for Space management**

1. WUSM Departments with campus space needs submit their request through the OFMD Space Intake Process from the [OFMD website](https://facilities.med.wustl.edu/).
2. On occasion, requests are submitted directly to the Senior Director of Capital Projects via the faculty practice plan (FPP) monthly meetings or alternate communications.
	1. The Senior Director of Capital Projects will enter any requests not entered through the formal OFMD intake process. The entry into the intake system is necessary for effective workload management and project record keeping.
3. Once OFMD receives the request, these steps will occur:
4. The request will be evaluated and summarized by an OFMD Clinical Planner/Project Manager, who will seek input from the FPP and JOSP, and assess any potential impact on the Ambulatory Expansion Plans and campus master space plan (as applicable).
5. Any requests for space in buildings primarily designated as clinical (e.g., CAM, ACC) should be for clinical use only.
6. The request will be submitted through centralized space intake by the department or practice (FPP) if the request for space is in a primary clinical building.
7. JOSP will recommend or determine if additional planning, business case, or a needs assessment will be needed.
8. Once a request is finalized with the appropriate level of detail, these recommendations will be presented and reviewed by the FPP CEO or delegate based on the highest and best use of the space.
9. Before assignment, the request will be reviewed by the BJC/WUSM Leadership Group if the clinical space request entails using shared, leased, or joint space or if the space is leased to a non-BJC or non-WUSM entity.
10. Following assignment, a letter, lease, or MOU will be issued to the Department/Unit documenting the agreement. Documentation of rents, capital obligations, and any other pertinent information will be included in this assignment letter and attached to the space record in OSIS and Archibus lease management system as applicable to the assignment.
11. All assignments for CAM will be copied to the Senior Director, FPP Finance, for billing and rent purposes. OFMD manages billings and rent in COH and will in the planned ambulatory cancer center, as well as other on-campus spaces that may be owned by the campus and billed through MOUs, Service agreements, or leases.
12. OFMD will then reflect the change in the space system.
13. If clinic space is to be vacated, the department should submit a planning and project request form to notify OFMD of either the return or reallocation of space.
	1. For space that will be returned, the OFMD Clinical Planner/Project Manager will review the termination request with all parties as appropriate (including the CEO of FPP) prior to accepting the notification.
		1. If there is a lease involved, the notice to vacate should comply with the lease terms and will require review before approval of termination or vacation of space.
		2. The Senior Director, FPP Finance will be notified for billing and rent purposes.
		3. Assuming approval, OFMD will then reflect the change in the space system.
	2. If the space will be allocated for a new or different clinic, then steps 3a – 3i above will be followed.

**BJC Owned Space – Current Process for Space management**

1. BJC (including BJH/SLCH) Departments with space needs not included in the current approved capital project list should complete the Project Request Form (email Grace Cuddihee to get the form) and submit their request following directions on the form.
2. Once the request is received, these steps will occur:
3. PD&C/facilities will evaluate the request and seek information from the department as needed.
4. The request will be discussed at the monthly leasing meeting that includes facilities, real estate, finance, and PD&C. If the request is urgent, a separate meeting with the same parties can be convened.
5. The direction will be provided with a recommendation or if additional planning or needs assessment will need to be completed.
6. Once a request is finalized with the appropriate level of detail, these recommendations will be presented and reviewed by Facilities leader(s) based on the highest and best use of the space.
7. If the space request entails sharing, leased, or joint space or if the space is occupied by a non-BJC or non-WUSM entity, it will also be reviewed with the BJC/WUSM Leadership Group before assignment.

This document is a guideline and will be reviewed annually by OFMD, JOSP, FPP, and BJC Partners.

Questions related to this process should be directed to the following parties:

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