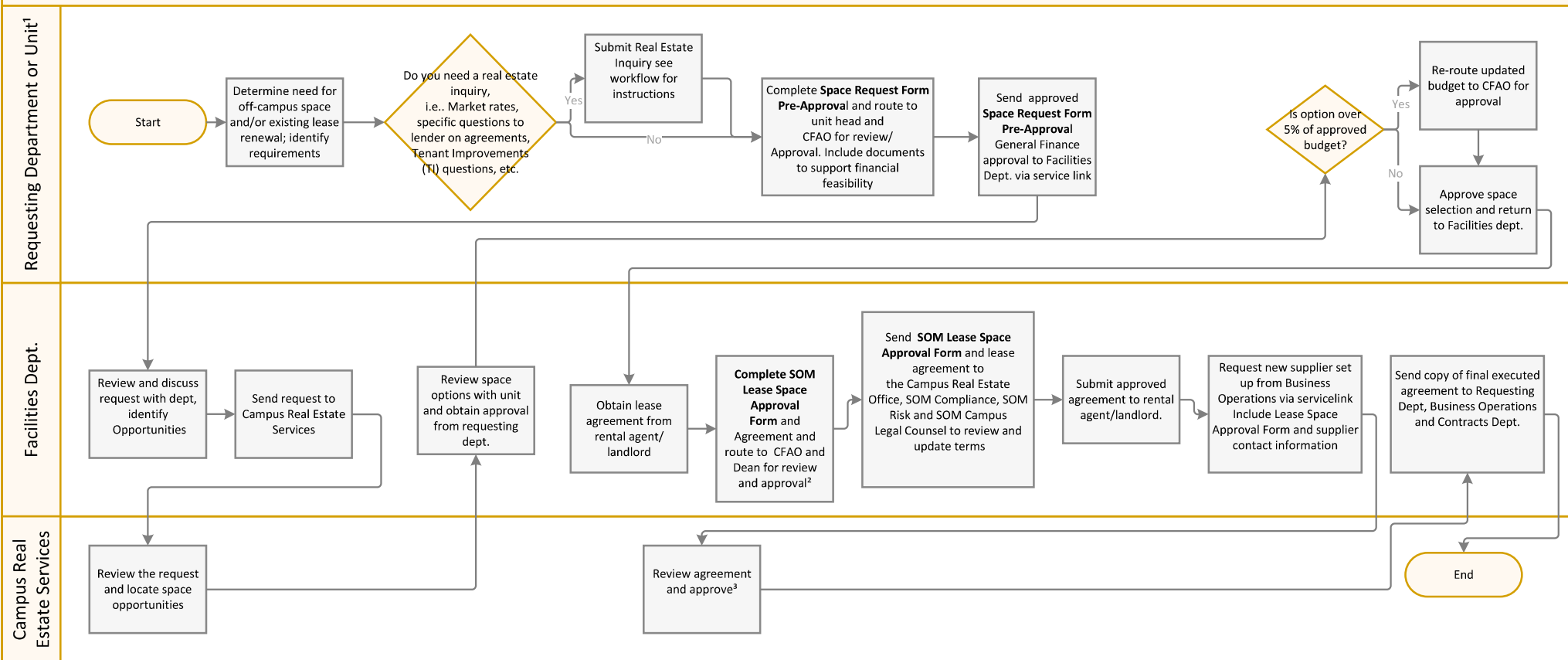


Off-Campus Space Lease Approvals-New, Renewals

Version Release Date: June 12, 2024
Origin Date: October 13, 2022

Purpose: The purpose of this workflow is to document the process, approval requirements and timeline for executing a space lease agreement. All timelines noted are business days. **Note: All clinical lease proposals must have an existing comprehensive business plan that has already been fully executed and approved by the corresponding parties, including UCR Health CEO and relevant committees/groups, such as Dean's Council, General Finance, etc. Also, process for all lease changes (new, renewal, phaseouts) must occur at least 6-9 months in advance.**



Notes:

¹For UCR Health outpatient clinics, UCR Health CEO should be department/unit approver.

² Routing of Approval Page and agreement to CFAO. CFAO will review that all the other prerequisites (i.e. business plan, approval from Dean's Council, approval from CEO, etc.) have been met. Then the Dean's approval is always required before executing, renewing or extending terms for all SOM lease agreements

³ Real Estate cannot execute agreement without the fully executed "SOM Lease Space Approval form.