

University Administrative Standard: Space Management Policy Implementation URPC Review

Overview

Facilities Management is asking for final review of the Draft Space Management Policy Implementation as attached to this summary. The following are major points of the implementation are outlined to capture specific items of review that were discussed in the presentation given to URPC and other feedback from campus group. These items are meant to aid overall review of the document.

Procedures for Implementation of the Campus Space Management Policy

1. Jurisdiction & Authority

This section establishes the authority of administration of the implementation process by USFAC as delegated by URPC and that all divisions are subject to the policy and implementation.

2. Assignment of Existing Space Allocations

This section is meant to describe that day to day operations will be still operate as normal. The only change is that assignments will need to be approved by the “Dean of the College or lead administrator for the Major Budget Unit”. Space reporting will be through the web form.

3. Requests for Reallocation of Existing Division Space

This section provides a process for “reallocation of EXISTING division space”. The authority for reallocation rests with the “MBU and Division lead administrators”. “MBU and Division lead administrators” may not reallocate across divisions without USFAC approval. Space reporting will be through the web form.

4. Requests for Additional Division Space

All requests for additional space shall first follow the procedure outlined in the section above titled “Request for Reallocation of Existing Division Space”. If that proves infeasible USFAC will evaluate based on stated criteria. Also establishes authority over this space by URPC-USFAC

5. Temporary Space Reallocation

This section should be reviewed in context with the defined term of “temporary” established in the glossary

6. Allocation of Vacated Space

This sections describes our process for how we will handle “Vacated Space” and establishes authority over this space by URPC-USFAC

7. Requests for Changes in Existing Space Type, Square Footage, or Capacity

The section establishes process and authority over this space change by URPC-USFAC in consultation with Facilities Management

8. Facility & Space Data

This section explains the process, importance, and responsibility of Facility & Space data.

9. Effective Space Utilization

This section explains the process, importance, and responsibility of Effective Space Utilization. Also this section offers examples and general philosophy regarding space utilization.