

UNIVERSITY OF DAYTON
SPACE MANAGEMENT GUIDELINES



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University of Dayton
Space Management Guidelines

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1. Purpose of the Policy

The purpose of this policy is to facilitate an effective and efficient utilization of University space resources resulting in a quality learning and working environment for students, faculty and staff. Through the effective management of space we will meet the University's mission and strategic vision and achieve cost effective utilization of space.

This policy also provides a framework for the regular review of the University's space needs and use of its physical assets by a committee established to review space requests and provide recommendations, and forms a foundation for procedures to be followed in relations to the assignment of space and the relocation of units on campus.

2. Guiding Principles

The following principles and operating procedures have been developed to clarify issues relating to the management of the University's space.

- All space is University Space; flexibility and joint usage should be highly promoted.
- Space should be used in an efficient manner to further the strategic mission of the University to support its learning, teaching, and research needs.
- Space should be managed and allocated in an impartial and open manner by using the University's space guidelines as the foundation for any negotiations in determining the allocation of space to achieve a work setting or learning resolution.
- The mission of the University is intricate and space allocation decision making cannot be reduced to a "one size fits all" uniform process. Requests for space should be discussed openly and judgment should be based on mission-centered principles.
- Each student and/or employee is entitled to an environment which meets compliance with environmental health and safety regulations.
- The University must ensure that space is well utilized using appropriate industry benchmark standards.
- Specialized spaces should be fully utilized before a duplicate space is built.
- The condition of all space should be graded at a minimum level of "C", or if lower should have a "get-well" plan clearly established.
- Not all space assigned will be high tech, Class A type space. Inheret in this process will be a priority to match specific space requirements with appropriate space.

3. Operating Procedures

- Academic programs and departments should be given priority in space allocation.
- All space at the University of Dayton belongs to the University. The University will allocate and reassign space to best support and further the University's strategic mission and priorities. All vacated spaces will be returned to the University's space inventory immediately upon vacating by the occupant.
- If space is vacated due to the availability of newly constructed or renovated space, a department desiring to re-occupy and utilize the vacated space must submit a

space request and reuse plan that identifies both the vacated and new space and describes the programmatic justification for the projected reuse.

- Periodic evaluation of the function, quantity and quality of existing space assignments should be performed. These evaluations should be performed with reference to published campus space guidelines and should give consideration to inefficiencies connected to the design, location, and condition of the space.
- Prior occupancy of a space by an individual, organizational unit or function is not justification for continued occupancy of the space should the University have another function of greater priority for the space.
- Space identified by donor contributions will be maintained in accordance with the donor's intent. It is the responsibility of the University to explain to donors how space is managed and compatible terms should be attempted prior to the donor's contribution.

4. Definitions

- *Allocation*: the distribution of space: All usable floor space, measured in square feet of buildings and portable structures.
- *Assignment*: to give primary jurisdiction over use of a space to a specific using unit for an extended period of time.
- *Building or facility*: describes all structures and open areas on the campus or in areas under control of the university.
- *Department/unit*: any office identified on the University's organizational chart.
- *Relocation*: is the process whereby a person, unit or activity is moved from one location to another. It includes associated activities such as space reassignment if necessary, modification of space or spaces to suit the new user/use, changeover of IT and telephone, and physical movement of room contents.
- *Renovation*: physical changes to space to improve and/or modernize it, including accessibility upgrades, movement of doors or wall, the additional of technology, air condition, etc., and which may also involve changing the use or type of space.
- *Space*: an area, usually defined by some form of constructed boundary, structure or building.
- *Space management inventory database*: a comprehensive database of space managed by Facilities Management, indicating allocation, assignment, management, use type, description, etc., that is updated when changes are made that impacts the space inventory.
- *Space reassignment*: the process whereby custody of space is transferred from one space custodian to another on the University's space management inventory database.

- *Space request database*: a comprehensive database managed by Campus Planning which maintains information from space request form and space needs assessment worksheet.

5. **Applicability**

This policy applies to all University of Dayton building space and covers the assignment and control of such space. In each case, every consideration to the functional requirements of the occupants will be taken into account and have a bearing on the actual allocation of space as will the size, number and location of any available space(s).

6. **Facilities Planning and Space Management**

Facilities planning and space management includes the assignment, inventory, utilization, modification and evaluation of academic and administrative facilities on the campus. The various facets of the facilities planning and space management functions include capital planning, projecting space needs, assignment of space and space audits and utilization.

6.1 **Capital Planning**

Capital Planning is the starting process by which proposals for a new building, a major addition, or a basic renovation project is considered. The requests are analyzed and recommendations are prepared for use by the University administration. This research assists the university administration in determining the opportunity for advancement of the academic plan, programmatic advancement, and meeting long-term goals of the University. The planning process also entails:

- Review of existing programs and facilities which support them
- Current facility condition assessment
- Assessment of proposed changes, including staffing and enrollments
- Determining relationships with other programs and availability of resources
- Identifying solutions

6.2. **Projecting Space Needs**

Projecting space needs involve the development of the systems and methodology necessary to project future space needs as well as to measure current space requirements. This process is related to both the capital planning and space assignment functions. Space projections require the analysis of future personnel, enrollment, credit hours, programs, research activities, and specialized equipment.

6.3 **Space Assignment**

Space is a dynamic, essential, and expensive resource to maintain. Since space is generally a scarce resource, reassignment is often a very complex issue. Thus, the ability to view space assignment issues on a long-term, university-wide basis is a very important function when attempting to negotiate acceptable space reassignments.

6.4 **Space Audits and Utilization**

Space audits will minimally consist of an updating of the space inventory records, walkthroughs of space with department representatives, and other survey instruments as needed. Facilities Management maintains space data, floor plans, and provides other

necessary planning assistance. Departments may be asked to provide information on full time equivalent and headcounts of faculty, staff and students, teaching schedules, research/grant funding and duration, and any strategic planning documents.

Space utilization measures and evaluates the use of scheduled and nonscheduled academic and administrative facilities. Space utilization studies combine student scheduling, staff, time and space data. Utilization information is incorporated into the determination of space need and allocations.

7.0 Roles and Responsibilities

The division vice president /dean /associate provost, vice president of Finance and Administrative Services, University Campus Planning, Facilities Management, the Space Management Committee and the Executive Space Council all have key roles and responsibilities in the planning, assignment and administration of University space.

7.1. Division Vice President / Dean / Associate Provost

Each division vice president /dean /associate provost is responsible for effective and efficient management of that space under their jurisdiction. Specific responsibilities for the management of space include: the assignment of space; the resolution of space problems; verification that space is being used for the purpose specified; and prompt reporting of changes in assignment, use, or configuration of space through the space resolution process.

When a division has new space needs, the vice president /dean /associate provost is responsible for examining all possibilities to meet this need within its existing allocation before submitting a request for additional space. All space request forms must be signed by the appropriate vice president /dean /associate provost, prior to submitting the space request form to the University Campus Planning Office.

7.2. The Vice President of Finance and Administrative Services

The vice president of Finance and Administrative Services has the overall responsibility of managing space at the University. The vice president of Finance and Administrative Services has delegated management of the space process University Campus Planning Office. The vice president of Finance and Administrative Services will provide oversight of the process and participate in the process through the Executive Space Council.

7.3. University Campus Planning (UCP)

UCP has been delegated the responsibility of managing/facilitating the Space Process, as per the University's Space Management Guidelines. This office is the central receiving unit for all space requests and maintains the database of space requests and space available for allocation. UCP will serve as the initial review on all space requests and enter the request in the process as appropriate. UCP will also ensure that the Board of Trustees Facilities Committee is routinely advised of significant or noteworthy space requests.

7.4. University Facilities Management (FM)

University FM is responsible for the operation, design and construction of all campus facilities and infrastructure. They manage the Universities space inventory database and are integral in all space processes. FM will have a member associated with the Space Management Committee (SMC) to assist in guiding and facilitating space requests. Facilities Management will analyze preliminary space requests for complexity, scope, cost and recommendations, as necessary. Once approved as a facility project through the space process, FM will manage the project through the University project approval process. All approved space requests will eventually be routed to FM for construction, renovation, space inventory updates, furniture and/or signage requirement.

7.5. Space Management Committee (SMC)

The SMC is composed of five institutional leaders responsible for review of all University Space request. The Committee is chaired by an academic professional and will have a makeup which represents, as best as possible, a wide cross section of the University. Outside of the SMC makeup itself, the campus planning director will be responsible for maintenance, operations and facilitation of the SMC and Space Management process, while FM will have management of the University space inventory database and have a staff member assigned to assist the process. The SMC will be responsible for reviewing and validating space request. They will make recommendations on good space fits, facilities utilization, advise the recommended changes in facilities, monitor progress on the accomplishment of goals for the Campus Master Plan, and make recommendations to the Executive Space Council on ways to improve the effectiveness and efficiency of space management at the University of Dayton.

7.6. Executive Space Council (ESC)

The University ESC is the final authority for all space matters at the University of Dayton. Composed, as a minimum, of the University president, and vice president for Finance and Administrative Services, this Council acts on all SMC recommendations.

8. Space Resolution Process for Resolving Space Issues

The space resolution process must be followed for resolving all space issues. A space request is the official method by which a department requests space. It is required whenever a department wants to add to or exchange its current space assignment. The space request form will be available on the University Campus Planning website page located at: <http://campus.udayton.edu/~UDCampusPlanning/index.htm>. The space request must be approved by the division vice president, dean or associate provost before submitting to University Campus Planning.

The following items list the steps involved in processing a space request.

- Step 1: Requests for space will be made by completing the space request form and sending it to the University Campus Planning Office. The form can be submitted on-line or mailed to University Campus Planning (Zip +2902). The requesting department should also attach any supporting information that will assist the SMC in making an informed recommendation. Space requests must

be reviewed, prioritized, and signed by the requesting department's division vice president /dean /associate provost prior to submission. If the space request can be handled within the division vice president's /dean's /associate provost's assigned space, then it can be resolved internally. The space request will then be forwarded to the SMC for final administrative disposition.

- Step 2: UCP enters information from the approved space request form into the space requests database and reviews the form(s) for completeness. UCP forwards appropriate request to FM for further analysis.
- Step 3: UCP forwards the requesting department/unit written notification that the form(s) have been received and whether the information on the form(s) is thorough enough to proceed with the SMC's analysis.
- Step 4: The space request is forwarded to the SMC for discussion, prioritization and recommendation. Requests being analyzed by FM will also be introduced to the SMC at this step. The SMC communicates to the affected department/unit as necessary.
- Step 5: When a recommendation is identified, the SMC discusses the recommendation with the affected department/unit to determine if the recommendation will be acceptable.
- Step 6:
 - a) If a solution can be found, the SMC recommends the space assignment for review and final approval by the ESC. The space management inventory database is updated and the requesting division vice president /dean /associate provost is notified. FM is notified and takes appropriate action.
 - b) If no solution can be found within the current allocation of space on campus, the division vice president /dean /associate provost are notified and the request is either put on hold, cancelled, or recommended for new construction or leased space. The space requirement is forwarded to FM if new construction is recommended.
- Step 7: A request for review of the decision may be made if additional significant and relevant information becomes available that had not been considered during the initial analysis. The requests for review must be received by the UCP office within 10 working days of receipt of the decision.

9. Types of Space Issues

Space issues and requests dealing with space changes (listed below) must be submitted following the Space Resolution Process prior to any modification of the space.

The following types of space issues must be brought to the SMC via the space resolution process. The SMC will review space requests listed under categories 9.1 – 9.4 as informational

items, unless major concerns arise. The SMC will review categories 9.5 - 9.7 as items requiring approval in order to move forward.

9.1. Change of Function

The space resolution process must be followed when space within a department/unit changes function in order to document the changes in space function. For example, if office space is transformed into undergraduate student space (or vice-versa), then a "change in function" of that space occurs.

A change of function that changes the use of a substantial area within a building or department/unit requires action by the SMC. A change of function cannot be requested if it results in the elimination of a departmental classroom. The elimination of departmental classrooms results in the classes assigned to that room being added to the centrally assigned classroom pool, which has a negative impact on available classroom space.

9.2. Reassignment within a Department/Unit

The space resolution process must be followed when space is to be reassigned within departments/units in order to document the changes in space reassignment. Vice presidents /deans /associate provosts have the authority to assign or reassign space under their jurisdiction. The SMC will review these requests as informational only. No SMC approval is required to make this space change. Note: when space has been vacated due to the operations/departments in that space being given new and adequate operational space outside the vice president's /dean's / associate provost's assigned space, or if space is vacated due to a program reduction, the former space reverts to the University (SMC) for disposition, see 9.7, Vacated Space.

9.3. Relinquishing Space

The space resolution process must be followed when a department/unit wants to relinquish space. If a department/unit has excess space, in relation to the standards, the surplus space can be relinquished and reassigned if the ESC provides final approval. If final approved is given, the space will be recorded in the space management inventory database. A department/unit will not be permitted to reduce the space it occupies below the minimum determined by the University's space standards.

9.4. Reassignment across Departments/Units

The space resolution process must be followed to request a space reassignment across departments or units. Vice presidents /deans /associate provosts have the authority to assign or reassign space under their jurisdiction. The SMC will review these requests as informational only. No SMC approval is required to make this space change. Note: when space has been vacated due to the operations/departments in that space being given new and adequate operational space outside the division vice president's /dean's /associate provost's assigned space, or if space is vacated due to a program reduction, the former space reverts to the University (SMC) for disposition, see 9.7, Vacated Space.

9.5. Requests for Additional Space

When additional space is needed and departmental/unit space is unavailable, the space resolution process must be followed. These requests will be reviewed by the SMC and recommendations will be submitted to the ESC services for final approval. Resolution of additional space requests will be based on appropriate space as it becomes available.

9.6. Requests for Space in New Construction

New usable space can be created by new construction, remodeling, building purchase, or lease agreements. Requests for the assignment of space in new projects shall be submitted by following the space resolution process. The requests will be reviewed by the SMC and recommendations will be submitted to the ESC for final approval, and then turned over to FM to usher through the project approval process.

9.7. Vacated Space

Vacated space is defined as space that becomes available due to no internal space action by the respective vice president /dean /associate provost. Reduction in departmental requirements, or operations relocated to new space (not assigned to the vice president /dean /associate provost) are two examples of vacated space. Vacated space is not available for internal reassignment. The space will become part of the space management inventory data. Reassignment of the space must be requested following the space resolution process. The requests will be reviewed by the SMC and recommendations will be submitted to the ESC for final approval.

If the space vacated is located in non-university leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the SMC and approved by the ESC before any occupancy or new negotiations can take place.

10. Competing Demands for the Same Space

In many instances, users from different departments compete for the same space. These competing demands must be resolved by determination of need. If use of policies and standards does not resolve the problem, then the problem must be resolved as follows:

- a) within an academic department, by the departmental chair
- b) between departments, by the vice president
- c) between deans, by the provost
- d) similarly, in non-academic departments, by the vice president of Finance and Administrative Services

11. Obtaining Space from other Sources

The University is the only entity legally capable of entering into agreements (such as purchase contracts or leases) to acquire space or to occupy space owned by others. In the absence of a specific delegation, the vice president /dean /associate provost or the director/department head does not have the authority to enter into any such agreement.

12. Funding of Relocations and Alterations to Space

All alternations to space and other costs associated with relocation or space reassignment will be charged to the requesting department/unit, unless they are associated with an approved University restructure program or are part of a project funded from the capital budget.