

# Space Management Policy and Procedures

(Updated: August 2017)

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## Introduction and Overview

Space at Utah State University belongs to the University. University space is administered by the Dean or Vice President under whom the occupants report. All space issues and requests for new space should first be discussed with the appropriate Dean or Vice President. Inter-college and inter-vice presidential unit discussions should occur between Deans and/or Vice Presidents. However, any such exchanges of assignment must be reviewed and approved by the Space Management Committee via the Space Resolution Form prior to any such change. When an issue or request is unable to be resolved, the dean and/or Vice President should bring the matter to the attention of the Executive Vice President and Provost, who will work with all parties to seek a final solution.

All Utah State University buildings and space are subject to assignment and reassignment to meet the overall needs and best interests of the institution. Each individual and unit must recognize the authority of the University to assign space in all buildings in an effort to meet changing needs. The Space Management Committee, when possible, will move like units together in order to work in conjunction with the mission of the USU Master Plan.

Additionally, each individual and unit must recognize the value of the Space Resolution Form in the maintenance of an accurate database of occupants, purpose, access control, and scheduling of each space that is reported annually to the Utah System of Higher Education as part of our Capital Facilities Inventory Report.

## Process for Resolving All Space Issues

Requests for space will be made to the Space Management Committee Chair by filling out the Space Resolution Form. Requests must be approved and signed by the appropriate Department Head/Director and Dean/Vice President prior to submission.

The Space Management Committee Chair, in consultation with Facilities, will study each request and develop a proposal of resolution which is brought to the Space Management Committee for approval. Elements of the study may include but are not limited to:

- Meeting with the requesting unit to further define the need.
- Evaluating current utilization of the requesting unit's space.
- Comparing requested space to current standards/guidelines.
- Determining suitability of available space and need for renovation of existing space.
- Contacting occupants of adjacent or otherwise affected offices or buildings and solicit input for consideration.

The Space Management Committee Chair will present the proposal or resolution to the Space Management Committee. Affected units may be invited to present their case to the Space Management Committee.

If the proposal is approved by the Space Management Committee through a majority vote in the affirmative, a Letter of Assignment will be sent from the Committee confirming the assignment of space and include the approved use and conditions for assignment. (This letter will be copied and sent to USU Facilities.) Should the affected units believe the Space Management Committee acted in a capricious, arbitrary, or biased manner, appeals are directed to the Executive Vice President and Provost.

For future reference, this entire process is called the "Space Resolution Process."

## 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 Space Management Committee via the Space Resolution Process.

### 1. Change of Function

The **Space Resolution Process** must be followed when space within a department changes function. For example, if office space is converted to graduate student space (or vice-versa) or if lab space is converted to office space (or vice-versa), a "change in function" of that space occurs. An audit of existing space will be triggered when a request for change of function is submitted. Proposals under this category are regarded as informational items unless major concerns arise.

A change of function cannot be requested if it results in the elimination of any classroom. Classroom space must be preserved for delivery of courses to satisfy the needs of students. **Also note that no additional departmental or college assigned classrooms will be approved from the existing centrally scheduled classrooms.** Exceptions to this policy must be submitted to the Space Management Committee and recommendations will be forwarded to the Executive Vice President and Provost.

### 2. Reassignment across Departments within a College or Division

The **Space Resolution Process** must be followed when space is to be reassigned across departments within a college/division. In the justification box, please indicate that the space is an internal change across departments within a college or division, and which departments are involved. Proposals under this category are regarded as informational items unless major concerns arise.

### 3. Reassignment across Colleges or Divisions

The **Space Resolution Process** must be followed when space is to be reassigned across colleges or divisions. In the justification box, please indicate that the space is a change across colleges/divisions, and which units are involved. Proposals under this category require approval in order to continue.

### 4. Improvement of Space

All improvements of existing space require a Facilities Modification Request (FMR), formerly known as a "Green Sheet," obtained from Facilities Planning. All FMRs that are involved with the **Space Resolution Process** are presented to the Space Management Committee. Facilities will review and advise units on the soundness of intended improvements. Affected units must follow the process set forth by Facilities Planning for construction projects. Proposals under this category are regarded as informational items unless major concerns arise.

### 5. Vacated Space

Vacated space is defined as space that becomes available due to an occupant's departure. When changes within departments/units occur and vacant space is the result, that space is not available for internal reassignment. The Space Management Chair must be informed when space becomes vacant due to an occupant's departure.

All requests for the reassignment of vacated space should follow the procedures described in the **Space Resolution Process** and will be evaluated based on a justified need. Proposals under this category require approval in order to continue.

### 6. Requests for Additional Space

When additional space is needed and departmental or college space is unavailable, a proposal (following the **Space Resolution Process**) can be submitted to the Space Management Committee. However, it should be noted that additional space is very hard to come by. Resolution of additional space requests will be based on appropriate space as it becomes available. Proposals under this category require approval in order to continue.

### 7. Resolution of Space Conflicts

All space conflicts must be presented to the Space Management Committee (following the **Space Resolution Process**). In turn, the Space Management Committee will develop a plan to resolve the space conflict.

### Important Notes

Where possible, space should not be mentioned in grant and contract proposals in terms of what is available. Faculty should not offer space as cost sharing or imply that the university's contribution to the grant is space.

Moreover, changes in assigned space should not be included in grant and contract proposals without prior approval. This means, you should not write space into grants without first making sure that new or converted space is available for the project, and prior approval for modification has been obtained.

Each department will receive a Space Inventory report for their review which will be represented in the annual submission of the Capital Facilities Inventory Report submitted to the Utah System of Higher Education. Updates to space inventory data should be made on the Space Inventory report and

returned to the Space Coordinator in Facilities.

An on-site review of space will occur every two years. The Space Coordinator will meet with College/Division or department contacts and visit each assigned room. The purpose of this review is to gain a better understanding of space use and utilization. Current utilization will be a factor when evaluating a request for additional space.

Audits of existing space will be conducted regularly by the Space Coordinator and the Chair of the Space Management Committee.

Both departmentally controlled and centrally scheduled classroom space are protected from conversions to other uses unless the requesting unit identifies replacement space, makes a formal request through the Space Resolution Process, and the conversion is approved by the Space Management Committee.

[Click here](#) to go to the Space Resolution Form, a PDF file which can be filled out on the web and printed for signatures or routed through DocuSign.

## Space Resolution Form

This request form must be submitted prior to any space reallocation or changes.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department Requesting Space: \_\_\_\_\_

College/Division: \_\_\_\_\_

**Check all types of space issues that apply.** (See [Space Management Policy and Procedures](#) for definitions.)

- |   |  |
|---|--|
| 1. Change of Function (information item)  | 5. Vacated Space (information item)<br><i>Reassignment of vacated space is an action item.</i> |
| 2. Reassignment across Departments within a College or Division* (information item)                                     | 6. Requests for Additional Space (action item)   |
| 3. Reassignment across Colleges or Divisions* (action item)   | 7. Resolution of Space Conflicts (action item)   |
| 4. Improvement of Space (information item)<br><i>Please include Facilities Modification Request Form (Green Sheet).</i> |  |

**Describe proposed space needs.** Include current and desired space descriptions (including building, room numbers, and function), and justification for this proposal. Attach separate page if needed and applicable floor plans and/or drawings.

**Describe the funds that are available to cover any costs associated with this proposal. List applicable indexes.**

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### Signatures:

\_\_\_\_\_ Initials of College Space Committee Representative indicating review and pre-approval

\_\_\_\_\_  
Department Head/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Vice President

\_\_\_\_\_  
Date

**\*Signatures are required below from concurring units if space is being reassigned across Departments, Colleges, or Divisions.**

\_\_\_\_\_  
Department Head/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Vice President

\_\_\_\_\_  
Date

**Submit form to Space Management Committee Chair, Andi McCabe, [andi.mccabe@usu.edu](mailto:andi.mccabe@usu.edu), UMC 1435.**

Approved

Denied

\_\_\_\_\_  
Space Management Committee Chair

\_\_\_\_\_  
Date