

## **Office of the University Architect**

### **Facilities & Auxiliary Services**

#### **Space Management**

**August 2011**

### **INTRODUCTION AND OVERVIEW**

This document is provided by Facilities & Auxiliary Services for information and guidance to the University of Delaware community regarding the policies and procedures that apply to decisions affecting University facilities and space. Questions regarding facilities planning and the management of university space should be addressed to the Office of the University Architect. Phone 831-1141.

The Office of University Architect has responsibility for University-wide planning with regard to facilities and space utilization and operates under policies established by the Provost and Executive Vice President. In general, decisions regarding facilities and space within a college/administrative unit are controlled by the Provost and Executive Vice President.

Campuses of the University may make requests for the assignment and reassignment of space. Such proposals and requests are normally made via the Space Committee after the maker of the request has received approval from the appropriate Dean and Provost and/or Executive Vice President.

The Office of the University Architect cooperates with colleges and administrative units in the development of proposals and requests regarding space assignment. The Office of the University Architect also cooperates with colleges and administrative units of the University to implement decisions regarding space assignment when proposals gain approval by the Space Committee.

## **EXECUTIVE SUMMARY**

This document is organized into two major sections. Policies and general implementation procedures are covered in SECTION I.

SECTION II contains procedures that guide specific types of space projects, such as the assignment of space.

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### **SECTION I: University Policies**

#### Part A.

This subsection describes the membership and staff of the Space Committee. It also contains:

1. The University of Delaware Policy Statement on: New Construction, Purchase, Lease or Rental of Buildings and Facilities, and
2. The University of Delaware Policy Statement on: Management of Space.

#### Part B.

A statement titled: Buildings, Facilities, and Space: Planning Procedures and Practices

1. This statement contains information on the procedures for achieving facilities and space objectives at the University of Delaware.
2. New Construction is covered in SECTION I, Part B.

### **SECTION II: Operating Policies**

SECTION II presents information on the procedures colleges/administrative units should follow when working with the Office of the University Architect to achieve space objectives.

To facilitate consideration of proposals initiated by colleges/administrative units and to enhance their implementation following approval by the Space Committee, the Office of the University Architect has adopted two (2) procedures to guide specific projects. These processes are described in detail. Each assumes the involvement of both the college(s)/administrative unit(s) concerned and the Office of the University Architect.

The two procedures include:

### I. Request for Assignment and/or Reassignment of Space: Procedure A

A space request is a proposal for the assignment of space to a college/administrative unit that is currently assigned to another college/administrative unit. It can be limited to a request for a single room, a temporary loan of rooms, or as large as a request for all the space in a building. In instances where options for an on-campus assignment of space are not present, the possibility for leasing space may also be considered.

Unless otherwise specified by the Provost and/or Executive Vice President, space already assigned to a college/administrative unit may be reassigned internally among its departments without submission of a space request. Such space reassignments should be reported to the Office of the University Architect at the time they are completed but no later than the end of the semester.

### II. Space Audit & Analysis: Procedure B

The space audit is a confirmation and/or revision of the Space Inventory for a specified college/administrative unit. Confirmation is based on site inspection by the Office of the University Architect in cooperation with representatives of the college/administrative unit involved.

The Space Inventory is the official record of space assignments at the University of Delaware. The Office of the University Architect initiates updates of the Space Inventory regularly as new data are made available. Campus-wide updates are also done periodically. Also, a space audit may be conducted whenever a college/administrative unit requests assignment of additional space.

## **SECTION I - PART A: UNIVERSITY POLICIES**

### **I. POLICY STATEMENT ON UNIVERSITY SPACE**

All University of Delaware building space and land belongs to the University as a whole and is subject to assignment and reassignment to meet the overall needs and best interest of the institution. Long-range planning for optimum use of these valuable University assets is a continuing process. Space assignment and reassignment is the responsibility of the Provost and the Executive Vice President. Assignments are made after careful consideration of all relevant factors and consultation with the Space Committee and the Office of the University Architect and the college/administrative unit involved. Criteria governing assignment and reassignment of University space are:

- A. Appropriateness of the space to the function to be served.
- B. Physical proximity of colleges/administrative units in cases where operations/activities can be enhanced by close geographical locations.
- C. Audits and analyses of space requests based on recognized space utilization standards and guidelines.
- D. Priorities for research, academic and support services established by the Deans, the Office of the Provost, and/or the Executive Vice President.
- E. Minimal disruption of ongoing activities of faculty, students and staff.
- F. Restrictions relating to grants, donor intent, legal liability such as bond covenants, and tax considerations must be recognized.

Unless otherwise specified by the Provost or the Executive Vice President, space assigned to a college/administrative unit, whether in a single building or multiple facilities, may be reassigned or reallocated within and among internal colleges/administrative units of that entity to meet its goals and purposes. Any assignment of space between colleges and/or Vice Presidents is subject to prior approval by the Space Committee.

The Office of the University Architect conducts periodic space audits and assessments of the utilization of space throughout the University. If improvements in utilization seem possible by relocation, consolidation, or physical changes, the alternatives are explored with the affected colleges/administrative units.

A: Space Committee  
Committee's Charge:

The purpose of the University Space Committee (UDSC) is to oversee the use and allocation of all University controlled space across the University's five campus locations, and to provide a resource and structure for reviewing space need requests designed to optimize the use of space in support of the University's mission and strategic goals. The Space Committee will make recommendations on all allocations of University space, including off-campus leased space. Any space not in active use will be subject to the committee's review for possible reassignment.

## **COMMITTEE STRUCTURE:**

Vice President, Facilities & Auxiliary Services (Chair)  
Budget Director  
Dean of Student Life  
Director of Facilities Planning & Construction  
Director of Real Estate  
Executive Associate Athletic Director  
Executive Vice President and University Treasurer  
Provost  
Senior Vice Provost for Research and Strategic Initiatives  
University Architect  
Vice President, Finance and Administration  
Vice Provost for Graduate and Professional Programs

### Subcommittee:

Dean, College of Agriculture & Natural resources  
Dean, College of Arts and Sciences  
Dean, Alfred Lerner College of Business & Economics  
Dean, College of Earth, Ocean, and Environment  
Dean, College of Education and Human Development  
Dean, College of Engineering  
Dean, College of Health Sciences  
Provost (Ex-Officio)  
University Architect (Chair)

### Operating Procedures of the Committee:

The Committee establishes operating procedures necessary to perform its recommendations relative to space assignments on and off campus.

The Committee holds scheduled meetings in September, December, February, April, May, and July. The Committee may also meet on an as needed basis as the situation may dictate from time to time.

## **II. POLICY STATEMENT ON NEW CONSTRUCTION, PURCHASE, LEASE OR RENTAL OF BUILDINGS AND FACILITIES**

All University of Delaware building space and land belongs to the University as a whole and is subject to assignment and reassignment to meet the overall needs and best interest of the institution. Long-range planning for optimum use of these valuable University assets is a continuing process. Space assignment and reassignment is the responsibility of the Provost and the Executive Vice President. Assignments are made after careful

consideration of all relevant factors and consultation with the Space Committee and the Office of the University Architect and the college/administrative unit involved.

Within this policy framework, new construction, purchase, lease, and rental of buildings and facilities are planned to support and enhance the effectiveness of: (a) specific colleges/administrative units, and (b) the University as a whole. This duality of purpose is fundamental to planning new construction, purchase, lease, or rental of buildings and facilities; it precludes colleges/administrative units from developing and/or executing proposals without authorization from the Space Committee.

#### A. CRITERIA FOR NEW CONSTRUCTION, PURCHASE, LEASE OR RENTAL

- Demonstrated need by the college/administrative unit that would be the initial occupants of the space.
- Feasibility for gaining support from a potential funding source.
- Priority of the college/administrative unit that would occupy the space based on the recommendation of the Provost and/or Executive Vice President.
- Potential of the project to help resolve other facilities and space problems, e.g., by providing vacant space that would serve the needs of other high priority college/administrative unit activities.
- Restrictions relating to grants, donor intent, and legal liability such as bond covenants.

Although new construction, purchases, leases, and rentals are usually designed or selected with the intended occupants as active participants in the development of specific proposals, the Office of the University Architect, with support from the Office of Real Estate when appropriate, will participate in the development of specific recommendations to ensure that new buildings, purchases, leases, and rentals conform to approved objectives established by the Space Committee, Provost, and Executive Vice President.

### **III. POLICY STATEMENT ON THE ASSIGNMENT OF SPACE**

All University of Delaware buildings, space, and land, regardless of funding source or location, belong to the University as a whole and are subject to assignment and reassignment to meet the overall needs and best interest of the institution. Long-range planning for optimum use of these valuable University assets is a continuing process. Policies and procedures that guide space assignment and reassignment are the responsibility of the Office of the University Architect. Unless otherwise specified by the Provost, and/or the Executive Vice President, space assigned to a college/administrative unit, whether in a single building or multiple facilities, may be reassigned or reallocated within and among internal offices of the college/administrative unit by the college/administrative unit to meet its goals and purposes. Any assignment of space between or among colleges/administrative units is subject to prior approval of the Provost and/or Executive Vice President and by the Office of the University Architect and will necessitate action by the Space Committee.

## A. CRITERIA FOR SPACE ASSIGNMENT

Space assignments are made after careful consideration of all relevant factors and consultation with the colleges/administrative units involved. Criteria governing assignment and reassignment of University space are:

- Appropriateness of the space to the function to be served.
- Physical proximity of a college's departments in cases where operations/activities can be enhanced by close geographical locations.
- Space audits and analyses of space requests based on recognized space utilization standards and guidelines.
- Accessibility of the space to the handicapped and compliance with regulatory codes.
- Priorities for research, academics and support services established by the Provost and/or the Executive Vice President for the University.
- Minimal disruption of ongoing activities of faculty, students and staff.
- Restrictions relating to grants, donor intent, legal liability such as bond covenants, and taxes must be recognized.

The Office of the University Architect conducts periodic audits and assessments of the utilization of space throughout the University. If improvements in utilization seem possible by relocation, consolidation, or physical changes, the alternatives are explored with the affected colleges/administrative units.

## **SECTION I - PART B:**

### **UNIVERSITY SPACE PLANNING PROCEDURES**

The following Planning Procedures and Practices provide guidance regarding the implementation of the University's Space Policies on:

Procedures and Practices for New Construction, Purchase, Lease or Rental of Buildings and Facilities and Management of Space.

This planning procedures and practices summary is intended to support effective implementation of the policies of the Space Committee, Provost and Executive Vice President and to provide for increased clarification as to the roles of the Committee and the University's college/administrative unit administrators.

#### I. Management Principles

A. The Provost and the Executive Vice President are responsible for the management and utilization of assigned university space consistent with the "Policy on Buildings, Facilities, and Space Management. It is expected that they will hold college/administrative unit level administrators similarly accountable.

B. In addition to consistency with the college's/administrative unit's roles and objectives, the criteria governing assignment or a proposal for reassignment of space on a Campus are the same as those set forth by the Space Committee and the Provost's/Executive Vice President's policy governing assignment and reassignment of University space. **(See SECTION 1 - Part A. III - Policy Statement on the Assignment of Space.)**

C. Unless otherwise specified by the Provost or the Executive Vice President, colleges/administrative units may assign or reassign space to internal departments within the total space assigned to the college/administrative unit without review of the Space Committee.

D. The college/administrative unit is responsible for space utilization that is consistent with the purpose for which it was assigned (e.g., laboratory space to be used for laboratory purposes, office space for office purposes, etc.).

E. The Provost, Executive Vice President, and/or the Space Committee may assign to a college/administrative unit responsibility for specific buildings, or parts of buildings, for the college's/administrative unit's specific purposes. In cases where responsibility has been delegated, the colleges/administrative units will report to the Office of the University Architect any changes in the functions and/or square footage related to the space that affects utilization. The Office of the University Architect will monitor utilization of dedicated facilities to assure that the appropriate use(s), intentions and

restrictions of grants, donors and/or legal liability are being followed.

## II. College Planning

A. Space and facilities proposals shall be communicated to the Space Committee as the standard mode of operation.

B. Programming and functional plans of a college/administrative unit must contain explicit need for space and facilities provisions. Responsibility for the identification of space provisions appropriate for the college/administrative unit must be consistent with accepted utilization standards and University policy. The Office of the University Architect will assist in developing and analyzing college/administrative unit space provisions.

C. Space and facilities assumptions and provisions must be included in all initiatives for changes in programs and functions of all colleges/administrative units of the University. New space requirements must be clearly defined and a plan developed to accommodate these needs. Initiatives that do not include space and facilities provisions will be returned to the originating college(s)/administrative units(s) by the Provost and/or Executive Vice President.

D. The program scope or function should not be changed until the facilities requirements are identified and a feasible, funded plan for accommodation of the addition, expansion, or contraction is approved.

1. Each proposal to fill an FTE position (new or existing) should include a declaration by the college/administrative unit that space can be allocated within the space already assigned to the college/administrative unit to accommodate adequately the appointee and all related activities. In the absence of sufficient space resources to support a position request, the type and amount of space needed should be clearly stated and a proposal for resolution identified.
2. Each proposal for a new course should require confirmation that the necessary instructional space can be assigned either by the college/administrative unit or the University Registrar.
3. Each outreach/research proposal should require confirmation that the necessary space can be assigned and the technological support necessary, if any, exists and is accessible for the college proposed.
4. Each new support service initiative requires confirmation that necessary space can be assigned.
5. Each proposed change in a major programmatic commitment requires confirmation that necessary space can be assigned.

### III. Space Management

#### A. Strategic Space and Facilities Planning - College(s)/Administrative Unit(s)

1. College(s)/administrative unit(s) should engage in space and facilities planning in the context of verifying their space and facilities each year. The approach known as Strategic Planning, described below, is recommended.
2. Steps in the annual review of the Space and Facilities Plan of each college/administrative unit are as follows:
  - a. Bring the Space Inventory up to date.
  - b. Assess the space and facilities needs of each college/administrative unit within a campus.
  - c. Generate a list of the changes that may be needed in space and facilities based on the changes in colleges/administrative units that are planned. This is intended to include the appointment of new faculty that may, for example, need laboratory space upgraded.
  - d. Place the space/facilities proposals (including requests for facilities improvements) in priority order for each college/administrative unit.
3. Space/Facilities proposals should take on substantially the same format as the Space Inventory Report in order to facilitate its inclusion in the revised Space Inventory as compiled by the Office of the University Architect.

B. It is expected that space utilization patterns will always reflect the programmatic and functional priorities of both the college/administrative unit and the University's utilization standards (e.g., office size).

C. The appropriate Dean/Vice President will propose to the Space Committee and the Provost/Executive Vice President anticipated space assignments in new buildings/facilities and in buildings/facilities that have been remodeled. A detailed, room by room, space assignment plan must be approved by the Office of the University Architect prior to occupancy.

D. Prior to allocating additional space to a college/administrative unit, the Space Committee and the Provost and/or Executive Vice President shall review and approve all proposed programmatic or functional space assignments and reassignments as advanced by the college/administrative unit. **See Section II, Procedure A: Request for Assignment of Space**, for details.

E. The Office of the University Architect will maintain the Space Inventory of the University which is the official record of space assignments.

F. Classrooms are broadly categorized into two groups: college/administrative unit classrooms and university classrooms. Classrooms assigned to a college/administrative unit are scheduled by that entity according to the specific disciplinary need for which it was assigned. University classrooms are scheduled by the Office of the Registrar with the approval of the Provost, taking into account any restrictions related to dedicated space. Colleges/administrative units are responsible for keeping the Registrar informed about their classroom utilization.

G. Auxiliary, Residence Halls, and Intercollegiate Athletic Facilities:

1. Space, facilities, and equipment will be reviewed and approved by the Executive Vice President and/or the Vice President for Student Life.
2. Academic space located in these facilities such as offices, classrooms, and laboratories, will be subject to review and approval by the Space Committee, Provost and/or the Executive Vice President.
3. Planned improvements related to information-technology require consultation with the Vice President for University Information Technologies.

H. Off-campus Facilities and Land:

1. Off-campus space and land will be reviewed and approved by the Provost and/or the Executive Vice President.
2. Planned improvements related to information-technology require consultation with the Vice President for Information Technology.

#### IV. New Construction, Lease, Rental, or Purchase of Buildings, Facilities, and/or Land:

A. The Office of the University Architect will be responsible for reviewing and recommending changes in proposed space standards for construction projects. Revisions of these standards will be reviewed by the Space Committee, the Provost and/or Executive Vice President for approval or other action.

B. New Construction:

1. New Construction is intended to include major remodeling projects that substantially alter and enhance the function of entire or significant portions of a building.
2. All proposals for new construction projects, including the site, will be reviewed by and must be approved by the Space Committee, the Provost and/or Executive Vice President.

- a. Proposals will be evaluated and developed further by the Space Committee and relevant university colleges/administrative units prior to final action by the Space Committee.
  - b. A plan for the inclusion of information-technology in the new building needs to be reviewed with the Vice President for Information Technology during the initial stages of planning and design.
3. Final proposals for assignment of space in new construction shall be developed by the college(s)/administrative unit(s) designated to utilize the new space. These proposals will be reviewed and approved by the Space Committee and the Provost/Executive Vice President prior to occupancy. Each final proposal shall be in sufficient detail to permit completion of the Space Inventory forms utilized by the University, including the personnel, their position(s), and title(s) of individuals who will be assigned to each room.
4. A plan for vacated space will be an integral part of the planning of each new construction project. The Office of the University Architect shall monitor the planning of new construction to ensure that vacant space is identified and catalogued appropriately.

C. Lease, Rental, Purchase of Buildings, Facilities, and/or Land:

1. Leasing or Renting of Buildings and Facilities
  - a. Solving space problems by leasing or renting buildings, facilities, and/or land may be a viable alternative to purchasing or constructing new space. Proposals to lease or rent shall be reviewed by the Office of Real Estate which will provide comments to the appropriate college/administrative unit, Dean/Vice President and the Space Committee. Proposals must be consistent with the program priorities of the appropriate college/administrative unit, and shall have been reviewed and approved by the Provost and/or the Executive Vice President.
  - b. All buildings and facilities to be leased for any period of time must be reviewed and approved by the Office of Real Estate and the Executive Vice President. The Office of Real Estate will report annually to the Space Committee and the Executive Vice President on space leases or rentals.

## 2. Building and Land Purchases or Gifts

- a. All buildings and land purchases or gifts must be reviewed and approved by the Space Committee and the Provost and/or Executive Vice President.
- b. The Executive Vice President is responsible for assuring that any building or land purchase or gift shall receive prior review by the Office of Real Estate. At this time, any concerns about the source of support for utilities, maintenance, custodial, and other University services will be clarified.
- c. Board of Trustees' approval is required for all real estate purchases or sales.

### VI. Monitoring of Policy, Practices/Procedures:

A. The Office of the University Architect will conduct regular and special space audits and analysis of space assigned to a particular college/administrative unit or cluster of colleges/administrative units. The results of these space audits will be reported to the Space Committee.

1. The space audit is the tool for establishing the agreed-upon definition of space that is assigned to a college/administrative unit and the current utilization of that space.
2. The space audit provides reasonable assurance to the Space Committee and the Provost and/or the Executive Vice President and other administrators that the college/administrative unit is meeting guidelines of effective and efficient utilization within accepted policy and practice standards.
3. The space audit and space inventory are both baseline data for making changes in assignments, reassignments, alterations and improvements to space. Additionally, the space inventory is critical to the calculation of indirect cost-recovery rates.

## **SECTION II OPERATING PROCEDURES**

### **PROCEDURE A - REQUEST FOR ASSIGNMENT OF SPACE**

Background:

The Office of the University Architect has primary responsibility for making recommendations relating to the assignment or reassignment of University space to the Space Committee, the Provost and/or Executive Vice President. These recommendations are prepared with the assistance of the appropriate college/administrative unit making the request. Assignments are carried out in consultation with/and subject to final approval by the Space Committee, the Provost and/or the Executive Vice President.

#### **I. REQUESTS**

A. All requests for new space are made to the Office of the University Architect. Requests must be acknowledged and approved by the Dean/Vice President responsible for the college/administrative unit and must be submitted through the appropriate office of the Provost and/or Executive Vice President before forwarding to the Office of the Architect.

B. Requests must be made in writing, outlining the reasons for requesting space and including:

1. A description of the space required including special characteristics and/or physical aspects.
2. The number and description of personnel to be housed: names, position titles, F.T.E.'s for each faculty and staff, and graduate assistant positions. In addition and as appropriate to the function of the college/administrative unit, projected counts of visitors or clients are requested.
3. The amount of space being requested.
4. The projected cost components (obtained through estimates from the Office of the University Architect and/or Facilities Planning and Construction), for implementing the reassignment of space including alterations and improvements, furniture and equipment, and other services (e.g. Interior Design, Telecommunications, etc.) required to occupy the proposed space. Special attention should be given to alterations that may be required for handicapped accessibility. Assistance with information technology improvements should also be addressed as appropriate in the proposal and reviewed with the Vice President for Information Technology.

5. A funding plans for covering the costs of acquiring and implementing the space assignment.

## II. REVIEW OF PROPOSALS

A. The Office of University Architect will receive and study all requests for new space or reassignment.

B. Elements of the study may include:

1. Interviews with faculty or staff initiating a request for and the appropriate Dean/Vice President or designee to further define the space need and/or programmatic need for the space.
2. A space audit for current utilization of a requesting college's/administrative unit's existing space from available data and on-site observation.
3. Consultation with University professional and technical staff such as architectural designers and engineers regarding any unusual physical or environmental requirements which may be necessary for the planned functions such as ventilation, temperature, utilities, handicapped accessibility, instrument/equipment requirements, cabling, wiring, etc.
4. Analysis of projected space requirements using generally accepted standards.
5. Development of potential costs and funding sources for occupying the space, including the possible lease of space.

C. Exploration of a lease option requires that the Office of the University Architect, in consultation with the college/administrative unit, has determined that the college's/administrative unit's space needs cannot be accommodated within on-campus facilities and that funds can be identified to meet the lease costs. For leases, the Provost and/or Executive Vice President must approve the consideration of this option for recommendation to the Space Committee. When these conditions have been met, the matter will be referred to the Office of Real Estate for advice on the availability of leased space, costs associated with rental options, and other relevant factors.

1. Upon the identification of suitable space, with the assistance of the Office of Real Estate, a total estimated cost will be prepared. The potential location and the estimated cost will then be referred to the Space Committee which will review the proposal and make a recommendation to the Provost and/or the Executive Vice President.

2. Following the necessary approvals a lease agreement will be negotiated by the Office of Real Estate. The agreement will be reviewed by the Office of Risk Management and the Office of the General Counsel, as deemed necessary. The final lease will be executed by the Executive Vice President and Treasurer. The Office of Real Estate will report annually to the Space Committee on space leases or rentals.

D. Regarding a college's/administrative unit's internal reassignments, if the college/administrative unit affected by the request is a high priority and its space requirements can be met within the requesting college/administrative unit, a formal proposal for new space need not be forwarded to the Office of the University Architect. Notification of internal reassignments for updating the Space Inventory should be forwarded to the Office of the University Architect before the end of the semester following occupancy.

E. Inter-college/administrative unit reassignments will require full consultation with relevant colleges/administrative units as well as the Provost and/or the Executive Vice President, before a reallocation of space from one college/administrative unit to another college/administrative unit can be considered by or reviewed with the Office of the University Architect. As necessary, the University Architect will facilitate a process to note any objections from the affected colleges/administrative units and attempt to address them.

F. Both college/administrative unit controlled and University scheduled classroom space is protected from conversions to other uses unless replacement space is identified by the college/administrative unit. Requests involving conversions of University classrooms to other use will be referred by the Office of the University Architect and to the Registrar, who will evaluate the impact on class schedules, and make a recommendation in writing to the Space Committee.

### III. RECOMMENDATIONS

A. After completion of any study, the Office of University Architect will formulate and document a recommended solution to the request including the costs associated with implementing the solution and an identified funding plan. The recommendation will be reviewed with the affected colleges/administrative units prior to submission to the Space Committee.

B. It is acknowledged that colleges/administrative units may disagree with the recommended solution. Where possible, adjustments will be made so that the objectives of the initial request are met, the interests of the University are maintained, and the affected colleges/administrative units are supportive of the final recommendation. In those instances where agreement among the colleges/administrative units cannot be reached, the Space Committee will submit a recommendation, to the Provost and/or Executive Vice President, that is determined to be in the best interests of the University and all the colleges/administrative units involved.

#### IV. IMPLEMENTATION

A. The Space Committee will make the final decision regarding disposition of the space request, which shall be binding on all parties.

B. If the request is approved; the Office of the University Architect will notify the colleges/administrative units involved and provide them with instructions for implementing the decisions regarding the space assignment. The Office of the University Architect and Facilities Planning and Construction will assist colleges/administrative units with the implementation process.

C. If the request is not approved and requires revision, the recommendation is referred to the Office of the University Architect and the initiating college(s)/administrative unit(s) for the development of the revision. When the college(s)/administrative unit(s) complete the revised proposal (**see IV A., B. above**), it is resubmitted to the Space Committee for reconsideration and action.

D. The Office of the University Architect will be responsible for maintaining electronic/written records and documentation of all actions regarding space assignments, including appeals, in the central file of the Office of the University Architect.

#### **PROCEDURE B - SPACE AUDIT METHODS AND PROCEDURES**

A Space Audit is a comprehensive review of currently assigned space for a college/administrative unit. An Audit will include room-specific tours of all space assigned to the relevant college/administrative units. The tour will be led by staff from the Office of the University Architect and will include representatives of the college(s)/administrative unit(s). The Analysis phase of the Audit is a comparison of space utilization and distribution based upon college/administrative unit personnel rosters, Space Inventory data, and nationally-used standards which measure adequacy and effectiveness of space use in colleges and universities.

The Space Audit process is intended to serve as a planning tool for the individual colleges/administrative units and for the University. The audit report provides information for reference during an internal assessment of space allocations, proposed planning to accommodate and access changing situations, and establishing college/administrative unit priorities over a five year planning horizon.

Requests for a Space Audit can be made by the Provost, Executive Vice President, Deans, or Vice Presidents.

Audit Reports for colleges/administrative units will be sent to the Deans, the Provost, Executive Vice President, and Vice Presidents. Copies of all reports will be retained in the central files of the Office of the University Architect.

## I. THE AUDIT: PROCEDURE AND COMPONENTS

### A. Procedure

Space Audits will be limited to University buildings and leased space. Building tours will be conducted by teams which include the Office of the University Architect, and college/administrative unit representatives. During a building tour, each room assigned to the relevant college/administrative unit will be viewed and notes will be taken to confirm that space is used as designed, is currently assigned and occupied, and to assess the quality of the space and physical conditions of each room. Vacant space or other exceptions will be noted by team members. The information will be used in conjunction with relevant material in the college's/administrative unit's planning documents to develop the report and make recommendations necessary to update the Space Inventory.

### B. Components of the Report

1. Narrative discussion of findings, evaluation, and recommendations
2. Comparison of existing space to industry standard space calculations
3. Building floor plans with overlay of names and room types
4. Detail of formulas and space guidelines
5. Compilations of relevant support data such as toxicity levels in labs, office vacancies, or levels of activity for instructional space
6. Other relevant information

### C. Discussion of Standards and Methods

A major component of the Audit process is the completion of a study that compares currently assigned space to industry standards of space requirements.

The standards used at the University will derive a recommended square footage for offices, office work/copy/file rooms, and conference rooms, etc.

## II. THE COMPOSITION, ROLE, AND EXPECTATIONS OF SPACE AUDIT TEAM MEMBERS

The Audit Team will consist of the Office of the University Architect and appointed representatives of the affected college/administrative unit, who will:

- A. Identify buildings/colleges/administrative units to be audited.
- B. Inform appropriate Deans/Vice Presidents of tour schedules and establish with the Deans/Vice Presidents that their involvement will be critical in the provision of information regarding long-range plans, short-range issues, and emerging needs.
- C. Identify factors that are of particular value to the college(s)/administrative unit(s).
- D. Develop protocol for communication with Deans/Vice Presidents.

The Office of the University Architect will plan, lead, and implement the Audit process to its conclusion, including:

- A. Establish schedules and appointments for site visits.
- B. Supervise and coordinate audit tour activities with the audit team members.
- C. Record information on each room in the tour.
- D. Develop a report which organizes, displays, and analyzes information collected during the building tours
- E. Distribute the report in draft form to the Deans/Vice Presidents for review, comment, and correction of fact.

### III. SPACE AUDIT REPORT

The Space Audit Report is viewed as an integral component of the planning process and as an internal planning tool for the college/administrative unit as the space resources and needs of the college/administrative unit is being presented. It is expected that this report will be used by the Provost and/or Executive Vice President to:

- A. Develop a set of recommendations to address immediate and long-range space and facilities issues.
- B. Provide data on space issues for a Computer Aided Space Management Data Base.

C. Generate information needed for accreditation reviews and internal planning as well as information needed for indirect cost reporting to review agencies.

#### IV. GUIDELINES FOR INTERNAL ASSESSMENT OF SPACE USE

1. Personnel counts should include all levels of faculty and academic staff including post-docs as well as non-academic support staff.
2. Jointly appointed faculty are identified for prorating space needs. Faculty with 50% appointments would not be eligible for full-time offices in both colleges/administrative units, but would be expected to select the home-base college/administrative unit for a private full time office.
3. Retired faculty who continue active involvement in functions of the college/administrative unit may be provided a desk and research laboratory space at the discretion of the college/administrative unit. Special consideration needs to be given to the college's/administrative unit's overall space needs relative to the total space available to the college/administrative unit. Retired faculty office needs shall not be used as justification to increase the overall space needs of a college/administrative unit. Upon retirement faculty no longer have a claim to office space as is the right of full time ordinary faculty.
4. Graduate assistant headcounts are limited to those on the University payroll. Other graduate students, as a rule, are not considered eligible for office space, laboratory space, or use of offices as study space.
5. Personnel headcounts are limited to those currently employed by a University unit in a University-owned building.
6. A college/administrative unit is expected to make corrections to inappropriate uses of space before new space will be recommended for assignment. Typically, inappropriate space use includes vacancies, labs used for office space, office or lab space used for storage, offices or labs used for study space, more than one office assigned to a faculty or staff member within the same college/administrative unit, or multiple offices assigned to a faculty member in more than one college/administrative unit.
7. The Office of University Architect will provide colleges/administrative units with copies of the space standards and guidelines.