

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities

Section 21, Space Resources Allocation and Usage

Date: 3/20/09

Supersedes: 9/12/88 and 360-23, 9/12/88

Responsible Department: Capital Resource Management

Source Document: N/A

I. Purpose

This section provides policy regarding space allocations, space usage, criteria, and priorities for the evaluation of space needs; procedures for space requests; and guidelines for space assignments by departments.

II. Policy

- A. All building space is considered to be an allocable resource subject to continual evaluation in order to achieve the optimal campuswide level of utilization.
- B. Facilities utilization evaluations are conducted by the administration in order to ensure appropriate distribution among major campus units and to assist deans and unit heads in fulfilling their responsibilities for assignment and effective utilization of allocated space.
- C. Building space is allocated or assigned to University departments for the conduct of official University business. Unit heads have the responsibility and discretion to assign their space as they deem appropriate to maximize the department's effectiveness in meeting the University's mission of teaching, research, and public service.
- D. Except for student governments, formal space allocations are not made to student organizations. Deans and department chairs may authorize incidental use of college/school or departmental facilities by student organizations if, in the judgment of the dean or department chair, that use of space contributes to the goals of the college/school or department.
- E. State space standards do not recognize emeriti professors, postdoctoral or visiting scholars in non-pay status, or graduate students in non-pay status for the purposes of providing University facilities.
 1. Space requests for these individuals will not be given recognition in facilities utilization evaluations conducted by campus administration or in proposed capital improvement projects.
 2. Department chairs may, at their discretion, elect to recognize the important contributions of these individuals through the assignment of office space as allocated space permits (see IV,C, below).

III. Allocation and Evaluation of Space

- A. Space allocations are based on the Academic and Strategic Plans and are evaluated based on the following criteria:
 1. Workload factors, including present and projected numbers of students, faculty, and staff. Both FTE and headcount are considered.
 2. Program requirements, including special program requirements, uniqueness of program, need for improvement of program quality, and stage of program development.
 3. Adequacy of existing area, including type, quality, and quantity of space in terms of efficiency and safety of existing facilities.
 4. Technological improvements, including changed space requirements for fixed or moveable equipment, for changed instructional methodology, or for new fields of research.

5. Environmental and geographic considerations, including location requirements based on program needs, adjacency to related programs, and access to students, faculty, and staff.
 6. State approved guidelines, including the State-approved "Restudy Standards" and standards for offices contained in the September 1996 "Space and Utilization Standards, California Public Higher Education."
- B. When possible, each department shall be housed in one location to promote interaction among faculty, students, and staff, and to maximize efficiency of operations.
- C. Storage space is limited and shall be allocated to deans, vice chancellors, and vice provosts upon request.
1. Storage space should be utilized only for equipment and other material that must be retained and used frequently or regularly.
 2. Building corridors are not assignable space and shall not be used for storage.
- D. The Office of Resource Management and Planning (ORMP), in consultation with deans, vice chancellors, and vice provosts, periodically evaluates space needs and facility utilization based on changes in staffing levels, academic missions, and business needs of campus segments.
- E. Leased space may be assigned to support program activities that cannot feasibly be conducted in on-campus locations or in situations where no functionally adequate space can be provided on campus. Leases are originated and managed by ORMP.
- F. Deans, vice chancellors, and vice provosts are responsible for ensuring accurate reporting of their space inventory.
1. Space inventory information assists campus segments with space management, space needs evaluation, and future space planning.
 2. Space inventory information may be used to determine responsibility for funding building operations and maintenance.
 3. Space inventory information may be used to calculate indirect costs associated with research activities and to establish the indirect cost rate to be applied to contract and grant activities.

IV. Guidelines for Department Space Allocation

- A. In order to achieve the most effective utilization of space and other resources, departments should share space and facilities whenever it is functionally possible (e.g., conference rooms, class laboratories, duplicating equipment).
- B. Employees are permitted to personalize their workspaces within the following parameters:
1. Personalization does not damage University property.
 2. Personalization does not violate University policies (see Sections 380-12, 380-15, 390-30).
 3. Personalization does not present safety hazards nor interfere with the orderly functioning of the workplace (see Sections 360-30 and 390-40).
- C. Academic departments
1. ORMP evaluates space requirements for academic departments according to the priorities established by the Chancellor and Provost & Executive Vice Chancellor.
 2. Unit heads have discretion to allocate assigned space as they deem appropriate for program support within the following guidelines:

- a. Full-time faculty, assistant professor and above, and equivalent titles; full-time lecturers, instructors, and supervisors; and Cooperative Extension specialists should be provided with private office space whenever possible.
 - b. Generally, faculty and staff should be assigned only one office space. Exceptions may be approved by the unit head only if space is adequate for FTE identified in IV,C,2,a, above.
 - c. Emeriti professors, postdoctoral or visiting scholars in non-pay status, or graduate students in non-pay status may be assigned office space only if space is adequate for FTE identified in IV.C.2.a, above.
 - d. When available space is insufficient to provide individual offices for all academic staff members, multi-station offices should be established.
3. Non-office space (e.g., laboratories, studio space) should be assigned by the unit head after appropriate consultation with program faculty and staff.
- D. Administrative and service departments
1. Space requirements are evaluated on the basis of operational requirements and the responsibilities of staff personnel assigned to each unit.
 2. When possible, administrative and student service units shall be housed in locations that accommodate the needs of their clientele.

V. Procedures

- A. Requests for additional space.
1. The department head requests space reassignment or additional space by submitting a space request form to the dean/vice chancellor/vice provost, including complete description of present and projected space requirements and utilization of assigned areas.
 2. The dean/vice chancellor/vice provost approves or disapproves the request.
 - a. If approved, the dean/vice chancellor/vice provost determines whether existing space can be reassigned to fulfill the request.
 - 1) If existing space is adequate, the dean/vice chancellor/vice provost informs the department head of the space assignment.
 - 2) If existing space is inadequate, the dean/vice chancellor/vice provost forwards the space request form to the Vice Chancellor—Resource Management and Planning with an explanation of why existing space is inadequate and justification for the assignment of additional space, including accurate and current space utilization information.
 - b. If disapproved, the dean/vice chancellor/vice provost informs the department head.
 3. ORMP reviews requests for additional space, analyzing the request based on the principles noted herein and alternatives available to fulfill the space need (e.g., reassignment of existing space, construction of new space, leasing space),
 - a. For requests of space 2,500 assignable square feet or more, ORMP forwards their recommendation to the Provost and Executive Vice Chancellor.
 - b. For requests of space less than 2,500 assignable square feet, the Vice Chancellor—Resource Management and Planning approves or disapproves the request.
 4. The Provost and Executive Vice Chancellor or Vice Chancellor—Resource Management and Planning approves or disapproves the request.

- a. If approved, ORMP documents the reassignment of space by issuing a space assignment letter to the dean/vice chancellor/vice provost.
 - b. If not approved, ORMP sends the request back to the dean/vice chancellor/vice provost with reasons for the decision or information needed for resubmission of the request.
- B. Space inventory
1. Using the computerized facilities inventory system, the department head or designee reports the following information regarding space changes within two weeks of the change:
 - a. Space assignment
 - b. Room use
 - c. Vacant space
 - d. Square footage (when requested)
 - e. Room numbers
 2. The facilities inventory system will show the space changes as pending. ORMP reviews and approves pending space changes, converting them to final status.
 3. ORMP notifies department to implement all other changes to their space inventory in fall quarter of each academic year.
 4. ORMP reports official campus space inventory to UCOP and posts final space inventory in winter quarter.

VI. Further Information

- A. For forms and more information on space inventory, go to <http://www.ormp.ucdavis.edu/space/index.html>.
- B. Contact the Capital Resource Management unit in the Office of Resource Management and Planning for more information at <http://www.ormp.ucdavis.edu/space/index.html>.

VII. References and Related Policies

- A. Coordinating Council for Higher Education; Space and Utilization Standards, California Public Higher Education.
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 360-30, Operation and Maintenance of Plant.
 2. Section 380-12, Sexual Harassment.
 3. Section 380-15, Staff Complaints of Discrimination.
 4. Section 390-30, Violence, Threats, and Disruption in the Workplace.
 5. Section 390-40, Fire Safety.