



Space Utilization Policy

NAME: **Space Utilization Policy**
ISSUING DEPARTMENT: **Vice President for Finance & Administration**
ISSUED DATE: **October 4, 2016**
REVIEWED DATE: **October 27, 2020**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED: **October 22, 2019**

PURPOSE

To plan and coordinate all space utilization at the University.

SCOPE

This policy will apply to all usable space on the Mansfield University campus and to all University entities desiring utilization of campus facilities.

FORMS

Space Utilization Request Form

RESPONSIBILITY

Facilities

VP for Finance and Administration

POLICY/PROCEDURE

Space allocation throughout the University will be based on providing the best possible educational environment. This will require the adequate and appropriate distribution of space for both faculty, staff and auxiliary areas.

In order to ensure a thorough and thought out request for utilization of space, a Space Utilization Board will be convened and operate as follows:

- A. The Board will maintain records including the minutes of each meeting, communications with operating officials, and space inventory. The Board will meet monthly or at the call of the Chairperson, and consists of the following members:

Director of Facilities Management	Chairperson
Dean, College of Natural & Social Sciences	Member
Dean, College of Arts & Humanities	Member
Dean of Students	Member
Chief of Staff	Member
Director of Campus Technology	Member
Controller	Member
Chief of Campus Police	Member

- B. The Space Utilization Board will consider space reassignments in accordance with:
- University Mission/Vision
 - Availability of space
 - Space needs and requirements
 - Impact on other University functions
 - Impact on Student Satisfaction
 - Impact on Construction Plans
 - Impact on efficiency
 - Availability of funds
- C. Decisions of the Space Utilization Board will be forwarded to the President for approval.
- D. Department Heads will notify the Space Utilization Board of any pending vacancies and the space assigned. All permanently vacated space will revert to the Space Utilization Board for inventory.
- E. Department Heads are to submit requests for space changes to the Space Utilization Board using the Space Utilization Request Form. Requests are submitted to requestor's department head for approval prior to Space Utilization Board review
- F. Once a request is approved, Facilities Management is responsible for coordination between the requestor and all parties involved in other aspects of relocation, including working with Campus Technologies, and scheduling and directing moves.

Requesting space through the Space Utilization Board

- A. Department heads are responsible to notify the Space Utilization Board of all changes in space assignments. The Space Utilization Board will evaluate space that has been vacated prior to refilling the area. Department heads are responsible for coordinating with all departments whose operation will be affected by proposed space changes. The requesting Department will be responsible for proposing location(s) that would fulfill its specific space request using the Space Utilization Request Form. Department heads will be responsible for obtaining any and all cost estimates for the space change.
- B. Facilities Management will be responsible for providing the technical review of the request and providing any cost estimates required.
- C. Facilities Management will be responsible for coordination of approved requests so they are finalized within a timely manner.
- D. Space utilization board will be responsible for maintaining:
- Inventory of Space Requests
 - Inventory of Vacant Space
 - Updating and Standardization of Room Numbering

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page and maintained by the Facilities Department and the VP for Finance & Administration.

SPACE UTILIZATION REQUEST

BUILDING(S) / ROOM(S) INTERESTED IN UTILIZING [What specific room(s) are you interested in acquiring/utilizing? Include building name(s) and room number(s):

DEPARTMENT HEAD REQUESTOR:

Name (Typed)

Phone Extension

Signature

Justification of Space Request (Explain the changes in your program that necessitate this space request.)

Listing of All Department(s) Affected by Space Request

JUSTIFICATION FOR REQUEST

<p>1. Explain in detail how approval of your space request will help improve student satisfaction.</p>	
<p>2. Explain in detail how approval of this space request will improve efficiency.</p>	
<p>3. Describe your efforts to accommodate these needs within your existing space.</p>	
<p>4. Discuss the outcome of your negotiations about your space request with all Department Heads (or designated representatives) that will be affected by it.</p>	
<p>5. Do you have any space within your department that is not currently utilized or is underutilized? If yes, please give the specific location(s) of this space and its approximate net useable square footage. (Note: Although you might not have enough space for your current request, you may have space that would accommodate some other activity and thereby free-up space for your current request.)</p>	
<p>6. If construction or renovation is required to the space you are requesting, please describe in detail what modifications are necessary and their estimated costs. <u>Provide an itemized list of estimates citing the reference of the estimate.</u></p>	
<p>7. What are the estimated costs of any new equipment, furniture, carpeting, or other expenditures that will be needed if this request is approved? What was the source of your estimates for these items? <u>Please itemize each cost separately.</u></p>	
<p>8. Give totals costs: - Cost for Renovation - Cost for Furniture - Cost for CT equipment - Miscellaneous cost for Activation Total Cost</p>	

Please note that all the above requested information on this form must be fully provided or else the Space Utilization Board will not be able to process the request