March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 45

To: Vice Presidents, Deans, Directors, Department Chairs, and Other Administrative Officials

From: Gordon H. Lamb, President

Subject: Space Allocation and Management Policy

To accommodate changes in the demand for space that is justified by programmatic requirements, the University's space allocation procedures will be based on the following principles:

1. Although space may be allocated to a specific user, it is owned by the University. In accordance with available resources and applicable standards (i.e., local, state, and federal), the University will seek to provide adequate and functionally appropriate space for all programs. To promote optimum utilization of University space, facilities may be shared. Accordingly, procedures will be developed to establish priority of use for shared facilities, such as laboratories.

2. Classrooms and laboratories are the most important facilities and will be maintained accordingly. These rooms will remain on the master key system unless justified by exception. Such exemptions must be approved by the President and Vice Presidents.

3. Facilities Management will maintain a space management database reflecting the current inventory and utilization records for all University space. Facilities Management will coordinate the assignment of all storage space for the University community.

4. Proposed changes in space allocations (existing and remodeled), will be forwarded to the area Vice President for review and recommendation to the President and Vice Presidents for approval. The President/Vice-Presidents shall request necessary staff analysis (including costs), from the Office of the Assistant Vice President for Facilities Management.

5. The Provost's Office will assign and coordinate the scheduling of all classrooms and laboratories each semester. Other space (i.e., offices and academic/administrative support) will be assigned by the President to each Vice-President's area on a more permanent basis, but will be reviewed every two years. The biennial review effort will be supported by Facilities Management who will prepare a biennial report for the President and Vice Presidents, using the space management database and other measures such as field verification.