

Augusta University

Policy Library

Space Management

Policy Manager: Facilities Administration

POLICY STATEMENT

All Augusta University space and facilities are under the purview and discretion of the Augusta University President. In order to achieve the optimal use of the facility resources in support of the university's strategic plans, goals and objectives, a systematic planning effort is necessary.

The Augusta University President has delegated University space assignment and responsibility to Facilities Administration. The purpose of this policy is to describe the process the organization will use to assign space, fulfill requests for space, and plan space according to organizational strategies, goals and needs. Research Space is further delegated to the Senior Vice President for Research. Assignments of research space will follow the [Policy on Utilization and Allocation of Research Space](#).

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: AU Medical, AU Medical Associates, Augusta University

DEFINITIONS

Change in Use of Assigned Space – Includes changes in function, changes in physical size and shape within a room or existing department, and vacated space.

Space Inventory- An accurate inventory of Augusta University will be maintained by the Office of Facilities Services and in accord with the Board of Regents requirements regarding space assignment. Inventories will consist of the following, at a minimum:

- Room by room description, by department ID or Cost Center, of assigned space
- Room Use Code (using the BOR/USG coding)
- The individual occupying the room (an overnight download from Human Resources' PeopleSoft database)
- The net square feet in each room

PROCESS & PROCEDURES

It is the responsibility of the department to notify Facilities Administration of **Change in Use of the Assigned Space** and follow the appropriate procedures for authorization. The Facilities Administration will be responsible for space changes resulting from capital projects.

Facilities Administration will maintain and update the **Space Inventory**, with the assistance of each department.

Office of Legal Affairs Use Only
Executive Sponsor: VP, Facilities
Next Review: 3/2028

Requests for Space

Augusta University department heads, employees and staff in management positions shall take the following steps to submit requests for changes in location or additional space needs in Augusta University operated buildings/facilities:

1. Complete the University Space Request Form. The request should include the purpose and justification for the space needed, including how it affects long range plans, goals, and objectives of Augusta University.
2. The Space Request Form must be approved and signed by the Dean, Department Chair, or Director as appropriate to the requesting department.
3. The completed Space Request Form should be routed to Facilities Administration via the email address listed on the form.
4. Facilities Administration shall enter the Space Request Form into a tracking log, assign a number, and notify the Requestor of the assigned space request number.
5. Facilities Administration staff shall evaluate the space request to ensure completeness, reach out to the department to gather any additional information needed, and then forward the request and any supporting documentation to the Space Management, Real-Estate, and Facilities (SMRF) Committee for consideration.
6. All decisions regarding the space request will be made by the Augusta University Space Management, Real-Estate, and Facilities Committee (SMRF). The SMRF shall be comprised of the following members:
 - a. Senior Vice President – Research
 - b. Vice President & CIO
 - c. Vice President – Enrollment & Student Affairs
 - d. Vice President – Facilities
 - e. President’s Office
 - f. Vice Provost
 - g. Associate Vice President for Provost Operations
 - h. Assistant Vice President – Public Safety & Police
 - i. Director – Facilities Planning, Design & Construction
 - j. Director – Research Facilities
 - k. Manager – Facilities – Space Management
7. The committee will meet monthly or more frequently, if necessary. The committee will also be involved in a periodic review and necessary revisions to the Facility Master Plan.
8. The Facilities Director of Planning, Design & Construction shall bring proposed resolutions to the space request to the SMRF Committee for consideration and discussion.
9. Following a consensus on the proposed resolution of the submitted space request, Facilities Administration will notify the Requestor of the decision, unless further review is needed by the SMRF Committee sponsors.

10. If further review is needed, the SMRF Committee will send the request and supporting documentation, along with the committee's vote, to the committee sponsors for final review and determination.
11. Sponsors will notify the committee of their decision, and the committee will notify the requestor of the final decision.
12. It is the Requestor's responsibility to submit a Moving Request Form, and coordinate the appropriate resources for the move and any Information System requests necessary to facilitate the move.
13. Should any renovations be involved with the space request, all approvals must follow the Augusta University Facilities Project Request Policy and appropriate steps for funding approval.

Vacated Space

All space vacated as a result of relocation, due to renovation or operational changes shall revert to Facilities Administration as unassigned space.

Augusta University Office of Facilities Administration reserves the right to physically secure and restrict access to vacated space upon the occupant's departure.

REFERENCES & SUPPORTING DOCUMENTS

University Space Request Form

University Project Request Form

<https://www.augusta.edu/facilities/facilitiesforms.php>

RELATED POLICIES

University Space Management Policy - <https://www.augusta.edu/services/legal/policyinfo/policy/space-management.pdf>

University Facilities Project Request Policy -

Enterprise Facilities Use by Non-Augusta University Affiliates -

<https://www.augusta.edu/services/legal/policyinfo/policy/enterprise-facilities-use-non-au-affiliates.pdf>

Policy on Utilization and Allocation of Research Space

<https://www.augusta.edu/services/legal/policyinfo/policy/utilization-allocation-research-space.pdf>

Course and Classroom Scheduling Policy -

<https://www.augusta.edu/services/legal/policyinfo/policy/course-and-classroom-scheduling.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 3/24/2023

President, Augusta University

Date:3/24/2023