

Augusta University

Policy Library

Space Management

Policy Owner: Office of the Provost

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 the Executive Vice President of Academic Affairs and the Provost. 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 Center, 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 Services of **Change in Use of the Assigned Space**, and follow the appropriate procedures for authorization. The Facilities Department will be responsible for space changes resulting from capital projects.

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

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 725

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 10/20/2016

Last Review: 06/09/2017

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**, and route for approval. 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 Requestor shall be a minimum of a Director level. Requestor must route the space request form to the appropriate President's Cabinet Member, for approval.
3. The President's Cabinet Member shall evaluate the space request to ensure the request supports Augusta University's strategic goals and objectives. The President's Cabinet Member must route the space request form to the Augusta University Office of the Provost, for approval.
4. The Office of the Provost shall evaluate the space request to ensure the request supports Augusta University's strategic goals and objectives. By signing the space request, the Provost's Office gives Facilities Services approval to exert resources towards the space request. The Provost's Office shall route the form back to the Requestor.
5. The Requestor shall route the approved University Space Request form to Facilities Services utilizing directions on the form.
6. Facilities Services shall receive the approved University Space Request form, enter into a tracking log, assign a number, and notify the Requestor of the assigned space request number.
7. Facilities Services will coordinate a meeting with the Requestor to begin working on the space request.
8. All decisions regarding the space request will be made by the Augusta University Space Management Advisory Committee (SMAC). The SMAC shall be comprised of the following individuals:
 - a) Executive Vice President, Academic Affairs and Provost
 - b) Vice Provost
 - c) Vice President for Academic and Faculty Affairs
 - d) Director of Operations, Academic Affairs
 - e) Vice President for Information Technology, CIO
 - f) Associate Vice President for Instructional Systems
 - g) Senior Vice President for Research
 - h) Vice President for Facilities Services
 - i) Director of Planning, Design and Construction
 - j) Director of Facilities Operations

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.

9. The Facilities Services Director of Planning, Design and Construction and the Director of Facilities Operations and Maintenance shall bring proposed resolutions to the space request to the SMAC for approval.

10. Following a consensus on the proposed resolution of the submitted space request, Facilities Services will notify the President's Cabinet Member and the Requestor of the decision.
11. It is the Requestor's responsibility to submit a **Relocation Form**, and coordinate the appropriate resources for the move and any Information System requests necessary to facilitate the move.
12. 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 the Office of the Provost as unassigned space.

Augusta University Office of the Provost and Office of Facility Services 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 Space Management Policy
University Facilities Project Request Policy
Enterprise Academic Facilities (Classrooms & Labs) Scheduling Policy
Enterprise Facilities Use by Non-Augusta University Affiliates
Enterprise Meeting Space Usage & Scheduling Policy
Policy on Utilization and Allocation of Research Space
Augusta University/GRMC/GRMA Relocation Form

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/09/2017