



UCCS CAMPUS POLICY

Policy Title: Campus Space Management

Policy Number: 400-006

Policy Functional Area: Facilities

Effective: May 23, 2005

Approved by: Chancellor Shockley- Zalabak

Responsible Vice Chancellor: Vice-Chancellor of Administration and Finance

Office of Primary Responsibility: Vice-Chancellor of Administration and Finance

Policy Primary Contact: Policy and Campus Space Usage Professional, 719-255-7203

Supersedes: N/A

Last Reviewed/Updated: May 23, 2005

Applies to: Example: UCCS Administrators, Faculty, Staff, and Students

Reason for Policy: The University of Colorado at Colorado Springs (UCCS) has the need to effectively and efficiently allocate and utilize space in order to meet campus-wide priorities. This policy ensures that the availability of appropriate space to accommodate the enhancement of education, research, and other UCCS programs is managed in the interest of the entire campus community. Campus space allocation does not imply a permanent commitment, but rather a commitment based upon continued program justification and in consideration of the campus-wide space allocation in response to program priorities.

I. INTRODUCTION

The University of Colorado at Colorado Springs (UCCS) must foster the education, research, and service missions through the effective utilization of space. Space is to be assigned and utilized in such a manner as to promote cooperation, collegiality, and synergy in education and research enterprises. The campus space planning philosophy assumes a flexible allocation of space, with the capability to increase or decrease the resources available to any school/unit as needs change. Recognizing that needs may change with the campus transition the Vice Chancellor for Administration & Finance has the overall responsibility for the equitable and optimum use of space resources, with the final authority over all space allocations and assignments.

II. POLICY STATEMENT

A. Campus Space Policies

1. The following general space policies apply to all campus schools and units.
 - a. The allocation and use of space at UCCS should always be in support of the mission of the University.
 - b. The campus will manage space in the most economical ways to achieve the maximum possible return on the capital invested. The campus will design flexibility into space allocation methodologies to allow for shared/multi-use of space and adaptation as building users and technologies change. Whenever

- possible, creative allocations of space will be employed, including temporary assignment of space, and centralized space with reservations for use.
- c. Campus space can be reassigned.
 - i. The process for allocating/reallocating space will be documented and communicated to appropriate campus constituents.
 - ii. The process for reallocation of space will provide appropriate notice to the respective VC who will notify the unit and occupant that their space is being considered for reallocation and provide an opportunity for response.
 - iii. The process for reallocating space will provide appropriate notice for vacating space.
 - d. The campus will ensure that space is managed so that educational and research objectives can be achieved most effectively. The campus will employ a market based approach to space allocation, and management which views space as a scarce resource to be used more effectively in support of the campus overarching goals and missions.
 - e. The campus will ensure that space is allocated equitably. The process for allocating/reallocating space will be formal, timely and consistent.
2. Space allocation/reallocation criteria for achieving the mission (not in priority sequence) will include:
 - a. Safety and health requirements
 - b. Core space needs for programs
 - c. Productivity of occupants of space; administrative workload, research awards and dollars, credit hours taught, etc.
 - d. Functionality/utility/efficiency of space
 - e. Adjacency or unity of programs
 - f. Accessibility of space
 - g. Fund availability
 - h. Cost/benefit
 - i. Quality faculty recruitments and retentions
 - j. Urgency of need
 - k. Opportunity for program startup
 - l. Opportunity for faculty development
 3. The campus will periodically review all space utilization, establish a process for evaluating program needs, to determine if schools and units are using the space efficiently; and where prudent, reallocate the space for new, dedicated pursuits.
 4. The use of all existing facilities will be evaluated before new space is constructed, acquired or leased.
 - a. The allocation/reallocation of space (and relevant alterations) is managed through the VCAF, with an emphasis on ensuring maximum utilization. Once allocated, the utilization of space within the schools and units is at the discretion of the VCs or their appointee. All schools and units are responsible for assuring that maximum utilization of space is achieved.
 - b. The VCAF has the responsibility for allocation among schools or related space allocated for general use. Space will not be reallocated to nor its function changed without notification through a formal process. Space is allocated to a school for a specific purpose. When that purpose is no longer required, the space will be returned to the central "pool" and recycled for another use.

B. Leased Space Policy

1. There are certain situations when a UCCS program needing space would be directed to lease (off campus) space rather the UCCS owned (on campus) space.

2. Situations may include, but would not be limited to, 1) lack of available or appropriate UCCS owned space, 2) unique adjacency requirements necessitated by UCCS affiliate programs, 3) need to provide community based service, or 4) indeterminate program scope i.e., a program in initial start-up.
 3. In these instances, the Director of Property, Space & Leases will assist in contacting and coordinating with the State's contracted real estate broker to insure that the programs needs are met in an efficient and economic manner. The Director of Property, Space & Leases will also provide consultation and coordination with regard to any necessary tenant improvements provided by the landlord in conjunction with the lease of space. Since almost all leased space will not be connected to the UCCS Information Technology (IT) system, it is the responsibility of the requester to coordinate with the UCCS IT Department to discuss specific/unique IT needs prior to the finalization of any lease document.
 4. If alterations are needed in the newly acquired space the department/unit is responsible for all cost, moving, computer and phone hook-up arrangements, and additional furniture, if furniture is not available in the campus storage area.
- C. This policy applies to all schools, academic, and administrative units.
- D. Campus Space Advisory Committee:
1. Director of Property, Space & Leases, Chair
 - 1 - representative from the VCAA area (appointed by the VCAA)
 - 1 - representative form the VCSA area (appointed by the VCSA)
 - 1 - representative from the VCAF area (appointed by the VCAF)
 - 1 - representative from Admissions & Records
 - 1 - Director of Facilities or his appointee
 - 1 – Geographic Information System/Facilities Mgt. Coordinator
 2. To assist the VCAF with these decisions, the Director of Property, Space & Leases shall chair the Campus Space Advisory Committee in reviewing and making recommendations of space allocation requests. The Committee will make recommendations to the VCAF on all major space changes that involve alterations, reassignments, and functional changes which will enhance the quality of education and research.
 3. This Committee is charged with the following responsibilities:
 - a. Review all requests for the permanent assignment and reassignment of physical space in all campus facilities that fall within one or more of the following: unit/school transfers of space; major changes in space use; modification of space that involves major capital outlay; space vacated as the result of new facilities coming on-line.
 - b. Periodically review the overall operational space to ascertain changes and trends. Identify opportunities to increase the utilization of current space on both campuses
 - c. Make timely recommendations following review to the VCAF for his endorsement for implementation.
 - d. Strive to use space allocation and utilization benchmarks to provide a reference for space decisions and goals for space development.
 4. The Campus Space Advisory Committee will meet on an as needed basis to act upon requests.
 5. It is the responsibility of the VCAF to ensure the provisions of this policy.

III. KEY WORDS

- A. Campus

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

UCCS policy [400-001 Scheduling and Use of University Facilities and Physical Space](#)

UCCS policy [400-011 Facilities Alterations and Adaptations](#)

UCCS policy [200-024 Assignment of Academic Office Space](#)

[UCCS Key Control Procedures](#)

C.R.S. 23-1-106 (3)

C.R.S. 24-1-136.5

B. Procedures

1. Space Request Process

- a. The addition of space for any purpose by means of lease, acquisition, or new construction requires approval in advance by the respective dean/director, Vice Chancellor, the Campus Space Advisory Committee and VCAF.
- b. All space requests are to be submitted to the UCCS Director of Property, Space & Leases. Written requests must be submitted by the dean/director responsible for the program and must be signed by the appropriate Dean and Vice Chancellor, with justification for additional space, a description of any special needs, and the number of personnel requiring accommodations. The Director of Property, Space & Leases will keep the Space Committee apprised of all outstanding space requests.
- c. Before submitting a space request to the Campus Space Advisory Committee the department or unit must obtain written approval by the appropriate dean/director, and the unit/department Vice Chancellor. Although all efforts will be made to locate appropriate space, the campus cannot guarantee that the quantity or configuration of space requested can be provided. (attached is the space request form)

2. Campus Space Principles

- a. In the planning and management of campus facilities, all building space is considered to be an allocable resource subject to evaluation in order to achieve the optimal campus wide level of utilization. When evaluating space resources, the following space planning guidelines will be considered by the Campus Space Advisory Committee:
 - i. Whenever possible, the clustering of cross-disciplinary programs with common research or teaching interests should be facilitated. Interdisciplinary activity is much valued and space throughout the campus should be provided that nurtures such intellectual propinquity.
 - ii. The original purpose and funding of a building and any formal process resulting in a change to the original purpose that has occurred over the years should be a consideration.
 - iii. Any endeavors that require additional space should be addressed first within a department's current allocation, then within the school.
 - iv. Based upon departmental allocations, office space will be provided based on work requirements and space availability. No employee will be assigned more

than one office on campus unless the VCAF approves the request for multiple office locations.

- v. For employees located off campus but having temporary or part time business on campus, office space may be provided on a temporary (as needed basis) or shared basis. The establishment of centralized office space for sharing for such purposes or other temporary purposes will be considered by the campus and units.
- vi. General support space (i.e., copy rooms, lounges, food preparation areas, etc.) will be assigned based on need and space availability.
- vii. Campus storage space is limited and should be utilized only for equipment or other material that must be retained.
- viii. Uses of Space by Student Organizations - formal space allocations are not made to student organizations except for Student Government. The respective Dean and Vice Chancellor may authorize the incidental use of facilities by student organizations, within their current space allocation, if the use of space contributes to the goals of the school.

3. Maintenance of the Campus Space Inventory

- a. Space inventory is the official record of space assignments for the University of Colorado at Colorado Springs. The Office of Property, Space and Leases and the Facilities Department will maintain the space inventory system and updates of the space inventory. All schools and units are required to provide the relevant information regarding space occupancy and utilization at the request of the Campus Space Advisory Committee or the Director of Property Space and Leases.
- b. All schools, academic, and administrative units are required to fill out the online department update when space changes are made, or notify Facilities in writing, or email when a space change has actually taken place. (i.e. professors changes an office within its department) This helps in keeping an accurate inventory of space.

C. Forms

- 1. VCAF Space Request Form

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

v. **HISTORY**

Initial approval: May 23, 2005

**University of Colorado at Colorado Springs
Office of the Vice Chancellor for Administration & Finance
Space Request Form**

INSTRUCTIONS:

1. Please read and understand the Campus Space Management Policy (400-006) included with this form. Your signature on this form indicates your understanding and agreement to comply with the terms and conditions detailed in the above policy.
2. Submit a separate application for each request.
3. This form **MUST** be signed by the appropriate requester's Director or Chair and their Dean and/or Vice Chancellor, and submitted to the VCAF through the Office of Policy and Space.

INFORMATION ABOUT YOU:

Date submitted: _____

Department: _____

Department Head: _____

Contact phone #: _____ Contact e-mail: _____

Dean/Vice-Chancellor: _____

Contact phone #: _____ Contact e-mail: _____

Please include information discussed in Section V of Policy 400-006. Not providing the appropriate information may cause a delay in the process.

DESCRIBE THE SPACE NEEDED:

(Include square footage required, number of rooms, positions of people occupying the space, FTE, etc.)

PURPOSE:

SPECIAL NEEDS:

OPTIONS:

Is the space a temporary allocation?:

Yes

No

If yes, explain:

If campus is unable to provide space is the department/unit willing to lease space off campus at their cost?

Yes No

I understand the following and agree to the following: **Please Initial**

Department/Unit is responsible for renovation and upgrade of space if needed. _____ **Initial**

Department/Unit will be responsible for the purchase of furnishing for the space if the campus does not have what is needed in its inventory. _____ **Initial**

Department/Unit is responsible for making the moving arrangements, phone and computer hook-up, and costs. _____ **Initial**

Requester Date

Dean Date

Vice Chancellor Date

To be filled out by the Office of Policy and Space Usage

Received _____

Requester notified of having received information _____

Date Committee meets: _____

Approved Date _____ Disapproval Date _____

Other: _____
