

Effective: January 2020

Administrative Policy SPACE MANAGEMENT

Approved: December 6, 2011
Revised: August 16, 2021
President's Cabinet

Purpose

Space is a critical University-owned resource and is subject to allocation, evaluation and reallocation to meet the overall needs and priorities of the institution. Stewardship of space resources is a joint effort between all University staff, faculty and students and relies upon everyone to ensure that space is used to support student success, foster collaborative research and promote positive work environments.

Scope

The Space Management Policy establishes the framework for the efficient use, equitable allocation and periodic review of the physical resources to support the University's mission. Transparent space decisions should maintain a proper balance between teaching, research, student success, engagement and outreach, and administrative functions on campus. Detail implementation of this policy is contained in the Facilities Management Department Standard Operation Procedure ADMIN-003.

Space is a critical University-owned resource and is subject to allocation, evaluation and reallocation to meet the overall needs and priorities of the institution. A collaborative, integrative Space Management Committee reviews and recommends space changes and assignments to the President for final decision.

Process

Facilities Management Department is responsible for on-going planning and management of all campus building and grounds.

Space issues and requests may be initiated by any department chair, director or equivalent position. The request must be submitted through the appropriate Vice President. Although space requests should be submitted as part of the annual Repair and Renovation project request cycle, requests can be submitted throughout the year. This process will cover the following areas:

1. Reassignment within a Division, College, Academic or Administrative Unit
2. Change of function

3. Reassignment across Division, College, Academic or Administrative Unit
4. Request for additional space
5. Request for new space
6. Request for vacated space
7. Vacating a space

The requests are sent to Facilities Management Department for scope development, cost estimating and preparation for the Space Management Committee meeting.

The Space Management Committee will review all requests and provide recommendations to the President. This committee may also assist the Capital Planning Committee during their review of capital project requests.

The supplemental Facilities Management Department Standard Operating Procedure (SOP) ADMIN-003 provides implementation guidelines for this policy. This SOP also provides additional information on the inventory, reporting and evaluation process in respect to campus space resources.

Space Standards

Standards related to space sizes, occupancy and programmatic needs can be found in Pennsylvania State System of Higher Education Facilities Manual Volume VI-B Space Guidelines. These standards are intended to provide guidelines not absolutes. All requests for space use must be consistent with PASSHE standards.

Funding

Space assignment and reassignment may create additional cost. Funding will depend on the specific situation. Refer to the supplemental Facilities Management Department SOP for more details.