

SPACE MANAGEMENT PRINCIPLES & PROCEDURES

I. Purpose Statement

The purpose of this document is to inform the campus community of the principles and procedures for space allocation and occupancy.

II. Introduction

The campus's physical facilities are resources that require management and maintenance in a manner which contributes to fulfilling the University's multiple missions. Space must be allocated strategically on the basis of programmatic need and academic priorities, in accordance with the university mission, and may be reallocated if those needs or priorities change. This protocol describes factors to be considered in Space Management Committee's assistance in reporting.

*bullet number one and three on principles modified

The physical plant of MSU, with few exceptions, is ultimately the property of the citizens of Montana. Space is not "owned" by current occupants or users. Therefore, the President, through the Space Management Committee, has the final authority for all decision regarding the allocation and utilization of space on campus. *bullet number two on principles

The Space Management Committee evaluates existing space use and facilitates discussion among users to help develop solution options for space requests. The Space Management Committee does not maintain a standing inventory of unallocated space to meet such needs and competition for existing space is intense. *from FPDC disclaimer to OSP and modified

In addition, any modifications, renovations, utility hookups, etc., necessary to accommodate this request must be accomplished with MSU's Construction Activities Policy, and all costs for such work are normally assumed by the program or unit involved. The university may assist at its discretion. *bullet number seven on principles

III. Planning for the Use of Space

Space needs and associated costs should be considered along with the need for all other resources in developing resource requests and proposals for new space or changes in existing space.

A. The SMC is guided by the following: *addresses bullets number three to five in principles

1. Montana State University mission
2. The MSU Long Range Campus Development Plan
3. Construction standards and/or design guidelines
4. Program type (for example, instructional or non-instructional)
5. Type of space required (for example, office, storage, or laboratory)
6. Whether the space need is temporary or permanent
7. Fund source to modify or maintain the space
8. Adjacency factors and the need for contiguous space, support facilities, or access to campus operations

IV. Alterations and Renovation of Space

A. All construction activities, regardless of the source of funds, shall be accomplished through the Office of University Services.

1. These include alteration, new construction, remodeling, other physical changes, installation, infrastructures changes, etc.

B. For any technology related changes, contact the Information Technology Center to address necessary services.

C. If construction activities are not initiated through the Office of University Services, it will be considered Unauthorized Construction Work and will be addressed accordingly.

- D. For more detailed information, please refer to the Construction Activities Policy at http://www2.montana.edu/policy/construction_activities_policy.htm.

V. Procedures

- A. The following are the procedures for any large space (e.g. when an entire department moves to a new space).

| <u>RESPONSIBILITY</u> | <u>ACTION</u> |
|----------------------------|--|
| Vice President (s) | When large space becomes available, the appropriate vice president must notify the Space Management Committee and Facilities Planning, Design and Construction. |
| Facilities FPDC | Updates the Space Vacancy Spreadsheet with the space information. Provide the spreadsheet to the SMC at the monthly meeting. Send a notice to the Deans/Directors and levels above (std. notification). Schedule tours of the space and solicit proposals from department heads and directors through their dean. |
| Requestor(s) | Tours the space with Facilities representation and prepares a proposal for the space with any other supporting documentation and forwards to the Dean for recommendation to the Space Management Committee. |
| Dean | Submits recommendation to Facilities Planning, Design, and Construction for review and approval by the Space Management Committee. |
| Space Management Committee | Reviews all submitted proposals and evaluates them based upon the criteria set forth in this document and approves proposals based upon the SMC principles. Considers equity, consistency, efficiency, and flexibility. Once all submittals have been reviewed and discussed, the committee will make a decision as to which requestor will be awarded the space. Once a decision is made; the requestor will be notified in writing by the Chair of the Space Management Committee or (FPDC staff support) on behalf of the chair. |

- B. The following is the procedure for smaller spaces.

When a smaller space is available and a department has a need for that space, depending on who is accountable for the space, there are different protocols. If the space is within the same college, a decision shall be made within that college with the approval of the Dean. If the change crosses college lines, the respective deans shall collaborate on any decision and submit a recommendation for the Provost's approval. If research spaces become involved and cross college lines, the respective deans, the Provost and the Vice President for Research must approve. If necessary, the Vice President's may have a need to be consulted on other issues that cannot be resolved.

VI. Reporting Space Changes

To meet University requirements for maintaining accurate facilities inventory records, including room-type categories and utilization, all reassignments of space or changes in function shall be reported to the Data Information Specialist in the FPDC Department.