

**Space Management Committee**  
**Space Management Principles and Process**  
**Approved May 9, 2014**

**Principles:**

1. **Space is a University Resource:** Although space is allocated to specific users, space is a key university asset owned by Montana State University. Space is neither 'owned' by, nor permanently allocated to, occupants or users. It is incumbent upon the university to allocate space in accordance with the university's strategic priorities. All space is subject to assignment or reassignment to meet the overall needs and best interests of the university. SMC is the delegated authority to perform review of university space allocations.
2. **Space assigned should facilitate the intended use:** Functions and programs should be allocated space that is designed and constructed to be consistent with the intended use. An objective of the SM Policy is match appropriate users to existing space attributes.
3. **Changes in a unit's space needs will be considered at the institutional level.** Space is always at a premium. Therefore, conversion of existing space to any other use/occupancies requires review by the Space Management Committee (SMC) and approval of the President. SMC will review changes in unit level space needs from a campus-wide perspective for the most appropriate solutions, which may lie outside the traditional space use of the unit. SMC will entertain proposals to repurpose existing space to address a new need.
4. **Periodic review is essential:** A complete and accurate space inventory is foremost to effective space management. Space inventory includes a periodic review of space allocations, actual space use, and occupancies reconciled with institutional priorities.
5. **Contiguous space is desirable:** Whenever practical, adjacencies should be considered when allocating space in order to optimize program outcomes and interdisciplinary activities.
6. **Space Allocation Guidelines:** SMC adopted a set of target space allocation guidelines that reflect the practical target distribution of MSU's space resources. The allocation guideline provides space ranges associated with position categories to help inform new construction and major renovation projects.
7. **Space Inventory Classification:** Space functional use categories and space inventory codification shall conform to nationally accepted conventions. MSU uses the Postsecondary Education Facilities Inventory and Classification Manual (FICM) codification system.
8. **Construction & Renovation Standards:** Construction of new space and renovation of existing space should conform to space management guidelines, university or industry standards for the specific type of space, university construction standards and ADA accessibility requirements.
9. **Leased Space Guidelines:** The SMC will periodically review an inventory and utilization study of space leased by the university.

## Process:

Modeled after the Institutional Review Board review process, the following represents the general flow of responsibility for allocated space:

- a. Any change in occupancy is to be reported to the SMC (or its delegate authority) for updating the Facilities Space Inventory database. Unless the space change is exempt, it will require a review by SMC.
- b. The department head is responsible for submitting all notification forms (e.g. vacancy notification, change requests, space needs) to SMC. The SMC will entertain solutions within and outside the unit's traditional space usage.
- c. Notification of vacancy and changes of occupancy within the same unit qualify for the **SMC Exemption Form**. This form insures the Facilities Inventory database is current.
- d. Notification of vacancy and changes of occupancy affecting multiple units or changes with minimal alternations to the physical space qualify for the **SMC Expedited Form**. This form insures the Facilities Inventory database is current and is reported SMC. Notifications using the Expedited Form may be referred to the SMC for full review.
- e. Notification for a **Full SMC Review Form** are for requests that significantly alter the occupancy or physical space, or changes the function or current use of the space.
- f. SMC will invite input from appropriate Deans or VPs regarding space use and space allocation.
- g. SMC recommendations will be conveyed to the President through the SMC VP membership