Title of the Policy:  Space Allocation and Management Policy

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<th>Functional Area:</th>
<th>Office of Facility Services</th>
<th>Number: N/A</th>
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<tr>
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<td>Policy Reference(s):</td>
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Responsible Person

The Director of Facility Services is responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

Purpose / Rationale

1. To guide space allocation decisions and to ensure the most efficient use of available space.

2. To identify and manage space surpluses and deficits.

3. To maintain accurate space data as required by the University System of Georgia Board of Regents.

4. To guide modifications of existing space.

Policy

Armstrong State University must effectively allocate and utilize its facilities in order to meet campus wide priorities and ensure availability of appropriate space to enhance the education of its students, in and out of the classroom.

Facilities are a University resource – they are designated as state property and intended to support continuing programs of instruction and service to all enrolled students, faculty and staff.

Armstrong State University and the Board of Regents are the designated “owners” of all Armstrong facilities, to include buildings, associated grounds, infrastructure, and parking lots. Facilities are not “owned” by individual divisions, departments or colleges.
Six primary administrative divisions are allocated campus space: (a) Office of the President; (b) Academic Affairs; (c) Business and Finance; (d) Student Affairs; (e) University Advancement; and (f) Information Technology Services. The Senior Leadership overseeing these units are responsible for ensuring that all allocated space is being utilized efficiently and in a fashion consistent with the intent and/or program associated with the original allocation. In conjunction with the Office of Facility Services, each primary unit will be expected to conduct an audit and usage verification of all allocated space on an annual basis.

As a general rule, campus facilities and associated spaces funded by auxiliary sources – most notably student fees – shall be given usage priority by those designated funding sources and constituencies.

All space on campus may be used only for approved academic, athletic, administrative, or student related activities, or for University approved special events.

Facility usage and space planning requires a flexible allocation of space with the ability to increase or decrease resources as needs change.

Facility Services is the administrative unit responsible for the on-going planning and management of all campus space.

All room scheduling for academic classes is to be done by the Registrar through BANNER. All room scheduling for non-academic classes shall be done through R25.

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**Guidelines**

**Facilities Planning Committee**

A Facilities Planning Committee (FPC) shall be established to review and make recommendations regarding requests that involve significant re-assignments or functional changes in space on campus. The duties of the FPC include:

- Reviewing requests for assignment and re-assignment of physical space on campus
- Reviewing requests for functional changes to space on campus
- Periodically reviewing overall facility utilization to ensure maximum utilization rates
- Reviewing and making recommendations on specific procedures regarding scheduling, assignment, and utilization of instructional space

The FPC at all times will consist of:
- Director of Facilities (Chair)
- Provost (or designee)
- Vice President of Student Affairs (or designee)
- Vice President of Business and Finance (or designee)
- Two Staff Representatives (appointed by the President)
- Two Faculty Representatives at the rank of Department Head or higher (appointed by the President)
- One Student Representative (appointed by the VPSA)

Presidential and VPSA appointments to the FPC will last for two years. Initial appointments to the FPC may have longer or shorter terms to allow for staggered membership.
The FPC will meet as needed but no less than quarterly to review all space requests. The FPC may request the attendance of outside parties at meetings to answer questions pertaining to construction, technology, etc.

All recommendations from the FPC are provided to the President for final approval.

Ordinarily, requests for space must be made at least three months in advance of the need. Requests requiring renovation of space will require a longer lead time.

**University Space Allocation Guiding Principles**

The following guiding principles will be used in conjunction with the space allocation process:

A. All space requests will be reviewed on a highest and best use basis and will support the overall educational mission and strategic priorities of the University’s academic and research programs and support services as established by the President, and contained within University strategic and master plans.

B. Space allocations are made to administrative and academic units, not specific individuals.

C. As a general operating practice, a unit does not have to submit a space allocation request in cases where new employees are being assigned to the same space(s) as their predecessors.

D. Repurposing of instructional space for non-instructional use (i.e., converting a classroom to office space) is discouraged and generally should occur on a last-option only basis.

E. All requests for space allocation, reallocation, or change of use must be made in writing to the FPC using forms and procedures as presented on the Office of Facility Services web site.

F. Activities conducted by the FPC will be transparent. Meeting minutes and status of all requests will be available for review.

G. Whenever possible, programmatically similar or supporting units should be located in a proximate or contiguous fashion so as to optimize shared resources and synergies. Similarly, proximity of a unit head to her/his supervised staff should be attained whenever possible.

H. Space allocation requests are evaluated, in part, on the basis of the usage patterns and efficiencies of existing space assignments. Space scheduling practices, along with general space usage patterns, will be reviewed periodically by the Facilities Services Office and the FPC.

I. Whenever possible, space allocations should meet functional design requirements with the goal of minimizing renovations, alterations and associated expenditures.

J. Whenever entire buildings or sections of buildings are vacated, studies should be conducted on said space to determine reuse capacity, alteration/retrofit costs, and possible best uses. The FPC reserves the right to waive this requirement at its discretion.

K. Whenever entire buildings or sections of buildings are vacated, the Director of Facilities Services and the FPC will articulate methods by which reuse plans for said space can be proposed, reviewed, and allocated. Corresponding FPC-generated space allocation, assignment, and repurposing recommendations may include endorsements for resource allocation necessary to conduct associated modifications and renovations to said space.

L. Whenever possible and as a means to maximize usage efficiencies, common use spaces (e.g. conference rooms, meeting rooms, shops, storage areas) should be shared among departments, especially in areas where units are proximate in their primary space assignments. Similarly, common use space allocated and scheduled by a unit should be made available to other units when not in use.

M. Space that is specifically allocated to a unit on a time-limited basis shall be vacated and returned to the University as unassigned space at the end of any such assignment. Extensions on time-limited space assignments may be made in advance through the FPC.
N. As a general rule, individual faculty members and administrators will not be assigned more than one private office unless as required by multiple unit supervisory responsibilities or in conjunction with remote field operations.

### Alteration and Renovation of Space

For the purposes of this Policy, “alteration” is defined as any request for aesthetic enhancement and includes, but is not limited to:

- Fabrication, modification, removal or installation of hardware and equipment.
- Addition, removal, or movement of signs.
- Erection, relocation, or removal of walls, partitions, doors, locks and windows.
- Changes to finishes or flooring materials.
- Addition of data drops and electrical outs.
- Addition or deletion of lighting, whiteboards, smartboards, monitors.

Requests for minor space alterations are to be made to Facility Services through the Facility Modification Form. The Director of Facility Services will review the Facility Modification request and will inform the requestor if the request is approved or if it is deemed to be a renovation. The requesting department will be responsible for securing funding for all costs associated with the alteration.

For purposes of this Policy, “renovation” is defined as any work that is required to restore, upgrade, or otherwise improve the condition or functionality of facilities.

Any physical space renovation associated with a request for newly allocated space, reallocated space, or a change of use will be designed and constructed under the direction of the Office of Facility Services to ensure life safety code compliance and adherence to Board of Regents Building Construction Standards. The requesting department will be responsible for securing funding for all costs with design and construction, to include any furnishings, fixtures, or equipment.

Facilities Services is available to help departments:

- Assess their current space utilization, and consider improvements to layout or space assignment
- Figure out whether a potential space will fit the department’s needs
- Identify strategies for sequencing space moves

It is the responsibility of the Director of Facilities Services to ensure that any changes in physical space are properly recorded in appropriate University facilities management systems.

All requests for re-assignment of existing space, or for major space renovation or space addition, are to be submitted to the FPC for review and approval. Requestors are encouraged to work with their Dean and/or Vice President prior to submitting a request to ensure the need cannot be met within the already allocated space.

Requests are to be submitted by the Director of the program/area making the request, and written authorization from that Director’s Vice President or Dean is required for FPC review. Incomplete requests will be sent back for correction prior to review by the FPC.

The FPC will evaluate all requests, including an audit of currently assigned space to verify that space cannot be identified within the existing assignment. Final recommendations will be submitted to the President for approval.
Specific criteria to be considered will include:

- Safety and health requirements
- Is the request consistent with the Strategic Plan?
- Does the request follow the University’s Master Plan?
- Core space needs for programs
- Functionality/utility/efficiency of space
- Adjacency or unity of program
- Accessibility of space
- Funding availability
- Urgency of need

**Campus Space/Facility Inventory**
The space inventory is the official record of space assignments for the University. The inventory is maintained and updated by the Office of Facility Services. Periodic audits of space will occur to ensure accuracy of the inventory.

It is imperative that the use of all space for instructional purposes be recorded in the BANNER System, to ensure proper space utilization reporting to the Board of Regents.

**Space Types and Assignment**

**General Space**
General space is defined as indoor and outdoor space not assigned for class instruction, lab instruction, athletic use or occupancy by an employee. Such general space types include, but are not limited to conference rooms, ballrooms, dining areas, green space, patios, and copy rooms.

Several types of general space are typically made available for reservation for short term use and University approved events. Use of general space is governed by the University’s R25 Event Reservation system. No other event registration system is approved for use on campus. Armstrong State University’s Conference and Events Department manages the R25 system and therefore maintains the sole University Event Calendar.

**Instructional Space**
Instructional space is defined as any space whose primary function is to educate enrolled students. Instructional space may be used for non-academic events through scheduling in R25, but instructional functions have priority use. Specialized instructional space (laboratories) will not be utilized for non-academic purposes unless approval has been given by the appropriate administrative division.

The scheduling of instructional space for academic use is coordinated through the Registrar’s Office. The scheduling of instructional space follows prescribed practices to include:

- Disability accommodations
- Pedagogical requirements (this usually applies to labs and gyms)
- Course cap (e.g., a class whose maximum occupancy is 25 shall not be assigned to a room with a maximum occupancy of more than 30 unless no other appropriate rooms are available at the needed time and location).
• Proximity to the teaching faculty’s assigned program area
• Technology needs

Changes to instructional space assignments will take place in the event there is a request from Disability Services to better accommodate students with disabilities, or if enrollment in a course is far below classroom capacity and that space is needed to accommodate a larger class.

Additional sections or courses that have requested a change in time or day will be assigned to available instructional space only and will not invoke a change to current assignments of other courses, except in cases where the change is needed to resolve a scheduling conflict. In cases where instructional space is not available, the request for change will be denied.

In all cases where instructional space assignments are changed after the initial assignment and after student schedules are made available, the requesting department is responsible for notification to the students.

The Provost has authority over all practices pertaining to the scheduling of academic classes, to include peak time scheduling and distribution of class times to enhance space utilization.

Office Space
The University recognizes the need for suitable office space for faculty and staff.

To the extent that space is available, all full time faculty will be assigned private offices. Part time and temporary faculty may be assigned private offices, shared offices, or hoteling space depending on availability.

Staff, whether full time or part time, will be provided space based on their duties and program area arrangement. Space provided can be in the form of private offices, cubicles, shared office space, or hoteling areas.

Private office sizes shall be:
• 120sf-150sf for Directors, Deans, and above
• 100sf – 120sf for all other private offices

Existing building layouts may necessitate deviation from the above sizes. However, the above office sizes are the standard for all new construction and renovation.

Office space may be made available to Faculty Emeriti or retired staff at the discretion of the Provost and the President, and reported to Facility Services and the Facility Planning Committee for tracking purposes. This space is subject to availability and is also subject to recall if only minimal or sporadic use is made of the office, or if space needs for current faculty and staff require the use of the space.

Laboratory and Research Space
It is the goal of the university that any faculty member engaged in research will have access to appropriate space for conducting the research. It is the responsibility of the department to secure funding for any required renovation of existing space necessary to meet the research needs.

Faculty applying for grants that require specific functional space should, in collaboration with the appropriate Dean and the Provost, submit a request for any new space allocation to the Facilities Planning
Committee for approval prior to applying for the grant to ensure their needs can be met. It is the responsibility of the department that is requesting the grant to secure funding, through the grant or through other means, for any required renovations of existing space to meet the research needs (including design and furniture costs).

Individual student labs, including art studios and music practice rooms, will be scheduled or assigned by the appropriate College. These rooms are not available for reservation under General Space.

**Athletic Facilities**
The athletic facilities at Armstrong, which include all fields, courts, weight rooms, and recreational facilities, are maintained primarily for intercollegiate athletics and recreational sports, and may be used secondarily for academic instruction. The Registrar’s Office works in collaboration with Athletics to secure the use of athletic facilities for academic purposes. Athletic facilities may also be used by unaffiliated groups as time and space permits. Use of these facilities by unaffiliated groups is governed by the Conference and Events Office.

Use of athletic facilities requires adherence to the following guidelines:

- Possession and/or consumption of alcoholic beverages is prohibited unless approved in advance by the Office of the President and the Office of Legal Counsel.
- Per the University and USG Policies on Tobacco Use, no tobacco products of any kind are permitted in or on campus property.
- Athletic facilities may only be used during scheduled hours and only with adequate on-site supervision by a responsible party.
- No private transportation equipment of any kind is permitted on sports fields.
- No holes, ditches, or pits may be dug without approval from Facility Services.
- Street shoes, bikes, rollerblades, skateboards, and hover boards are not permitted on any outdoor or indoor court.
- Dogs and other animals are not permitted in or on any athletic facility, unless certified and clearly identified as a service animal.
- Use of Field Lighting Systems are to be scheduled through the Athletic Director’s office (for soccer, baseball, and softball fields) and through Recreational Sports (for the recreational field).

**Auxiliary Space**
Auxiliary space on campus is comprised of:

- The Galley and back of house/kitchen
- The Food Court and back of house/kitchen
- Bookstore
- Print Shop
- Mailroom
- Armstrong Center Kitchen/back of house
- Armstrong Center Ballrooms
- Armstrong Center Auditorium
- Armstrong Center Conference and Event Breakout Space

Back of house/kitchen space, the Bookstore, the Print Shop, and the Mailroom are permanently assigned to the associated Auxiliary units. The Armstrong Center Ballroom, Auditorium and Conference & Event Breakout Spaces listed above are available for use by Armstrong faculty, staff, and students per the Guidelines for use of Conference and Event Space. These guidelines may be found at Requests for the
use of those spaces should run through the Conference and Events Office. Guidelines for use of Conference and Event Space can be found on the Conference and Events website.

**Leased Space**
The University will, from time to time, engage in lease arrangements for space located off campus. All arrangements for leased space must be approved by the FPC, the Vice President for Business and Finance and the President. The Office of Real Estate and Facilities at the Board of Regents governs all leases, and requires substantial due diligence prior to executing a lease. Once approved for leased space as noted above, the requestor will work with the Office of Facility Services to complete all necessary Board of Regents requirements.

**University Housing**
University Housing is owned by the Board of Regents and is operated by Corvias Campus Living or by the Office of Facility Services based on its inclusion in the P3 program.

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The *Facility Modification Form* can be found at the Facility Services website.

Space Request forms can be found at the Facility Services website.

Please use the [Short Form](#) if you believe you will have a Space Need but have few details at this time.

Please use the [Long Form](#) if you have an imminent Space Need and have adequate details regarding your need.