

PREAMBLE:

The University recognizes its responsibilities to make efficient and effective use of its resources. The designation and allocation of physical facilities requires a current inventory as well as principles and procedures to support decision-making.

SCOPE:

This Policy addresses the designation and allocation of all University facilities. It includes:

- Changes in designation and allocation of space
- Physical changes to existing space
- Leasing of additional space for the University
- Leasing of existing University space to external groups

The scheduling of University facilities for instructional and non-instructional purposes is addressed in the Scheduling Policy (D4140). The short-term use (rental) of University facilities by external groups is addressed in the Facility Rental Policy (D4150).

1.0 POLICY:

This Policy provides principles and procedures for the designation and allocation of University space to ensure optimal utilization of all facilities.

2.0 PRINCIPLES:

- 2.1 All facilities are University Facilities and allocated to the various programs, service and administrative units for their use.
- 2.2 The University is responsible for planning, managing and allocating its facilities in a cooperative, collaborative and equitable manner.
- 2.3 The University will attempt to provide workspaces that are appropriate to the type of work being carried out while ensuring effective use of space and optimal utilization.
- 2.4 The designation and allocation of University facilities is subject to change and with consultation, space may be changed at any time to meet the needs of the University.
- 2.5 To ensure a sufficient number of classrooms, labs, offices, library and study spaces and specialized areas, the designation of a room or area may not be changed without approval of the Standing Committee on Facilities Use.

- 2.6 University requirements for facilities will be given priority over requests for use by external parties. External requests for permanent or ongoing use (lease) will be forwarded to the Standing Committee on Facilities Use.

3.0 REGULATIONS:

- 3.1 The designation and allocation of University facilities is the responsibility of the Vice President – Resources upon recommendation of the Standing Committee on Facilities Use (see Appendix A for members and Appendix B for Terms of Reference).
- 3.2 The master inventory, maintained by Facilities, will be the University's official record of physical facilities.
- 3.3 All changes in the physical design, designation or leasing of space require the approval of the Standing Committee on Facilities Use.
- 3.4 Facilities will coordinate all requests for the Standing Committee on Facilities Use.
- 3.5 A representative campus user group will be established at each campus. This committee will review all significant requests and provide input to the Standing Committee on Facilities Use.
- 3.6 Projected space requirements (instructional and non-instructional) will be included in all proposals for new programs, projects, activities or services.

4.0 PROCEDURES:

- 4.1 The master inventory of all University facilities (instructional and non-instructional) along with a record of requests submitted and decisions made, will be maintained by Facilities.
- 4.2 At least annually, Facilities will make recommendations to the Standing Committee on Facilities Use for improving utilization of any space identified as under-utilized. Facilities will verify and validate the designation, allocation and occupancy of all space in the master inventory at least bi-annually.
- 4.3 Providing that designation of the space does not change, Deans and Directors (or their designate) will be responsible for re-assigning space assigned to their unit and reporting all changes in allocation or occupancy to Facilities.

- 4.4 All requests will be initiated with a “Request – Designation or Allocation of Space” form (see Appendix C) and include the signature of the Dean or Director and appropriate Executive Officer. Requests will be submitted to Facilities, who will advise the Standing Committee on Facilities Use and consult with the appropriate stakeholders.
- 4.5 Campus User Groups will be convened when the proposed change is significant enough to warrant discussion.
- 4.6 Facilities will consult with Design and Construction on requests where feasibility may be an issue.
- 4.7 All requests must include proposed use of the space including designation and allocation, proposed funding sources, and the impact of the proposed change on students, faculty, staff and other programs or departments.
- 4.8 The campus user group will provide input to the Standing Committee on Facilities Use through Facilities.
- 4.9 Requests that include physical alterations or renovations to structure, building systems or occupancy rating will be reviewed by the Facilities Department to determine feasibility. Subject to the results of the review, a cost estimate may also be included with the input to the Standing Committee on Facilities Use. **NOTE:** Additional review and approval may be subject to authority (i.e. City of Edmonton) having jurisdiction over the change.

FACT SHEET

DATES:

Approval	2001.12.21
Review	2006.12

SOURCE:

2001.12.21	New Policy approved by Board Motion 04-12-21-2001/02.
2002.10.08	Revisions approved by Executive Committee including reassigning overall responsibility from Retail & Campus Services to Facilities.
2003.02.01	Format updated.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10

APPENDIX A

Revised September 1, 2002

Definitions

Designation: The designation of space is the description or category title that describes the type of space i.e. office, storage, workroom, interview room, classroom, lab, food service area, study lounge, etc.

Allocation: Facilities are owned by the University and assigned to the various programs, service and administrative units for their use.

Occupancy: Occupancy indicates the person or persons currently assigned to use the non-instructional workspace.

Facilities: The division responsible for maintaining the University's master inventory and coordinating requests for changes in space.

Standing Committee on Facilities Use: The Committee formed (February 1999) as a result of a recommendation from the final report of the Facilities Review Task Force. The role of the committee is to make decisions on all proposed changes to University facilities to ensure efficient and effective use of physical space.

Members:

Vice President, Resources

Director, Facilities – Committee Chair

Facilities Planner, Facilities

Academic Representative as selected by the Vice President Academic

Director, Retail and Campus Services

Student Representative as selected by the Student Association

Faculty Representative as selected by the Faculty Association

MacEwan Staff Representative as selected by the MacEwan Staff Association

Campus User Group: A group representative of all departments on a particular campus who reviews significant requests for changes in space and provides input to the Standing Committee on Facilities Use through the Facilities Department.

APPENDIX B

**Terms of Reference
for Standing Committee on Facilities Use**

1. Role

- Clearinghouse for space issues and information
- Follow-up on recommendations of Facilities Review Task Force
- Mechanism for prompt and appropriate consideration of requests
- Assess and recommend priorities/needs for future development
- Monitor appropriateness of and adherence to applicable University policies (e.g. scheduling)
- Input to campus development, particularly the Board of Governors' Campus Planning Committee
- Recommend and monitor priorities for use of space at all campuses

2.0 Approvals

- Assignment/reassignment of space
- Renovation of space
- Rental/lease of space off campus
- Rental/lease of space to other users
- Designated, priority and/or common space

3.0 Receive as Information

- Central scheduling utilization and related reports
- Campus scheduling information on all campuses
- Feedback from users on space

APPENDIX C
Request for Designation or Allocation of Space

Request initiated or coordinated by: _____ Phone: _____

Type of request: _____ Change in designation or allocation of space
_____ Physical changes to existing space
_____ Additional space
_____ Other (explain)

Details of the request: _____

Current designation of space: _____ Allocation _____

Proposed designation of space: _____ Allocation _____

Designation: is the description or category title that describes the type of space, i.e. office, storage, workroom, interview room, classroom, lab, food service area, study lounge, etc.

Allocation: Facilities are owned by the University and assigned to the various programs, service and administrative units for their use.

Proposed funding source (if funding is required): _____

Impact of the proposed change on students, faculty, staff and other programs or departments (include any written responses of support or feedback to the proposed change). _____

Describe how this request supports the University's strategic plan: _____

Signature of Originator

Date

Signature of Dean or Director

Date

Signature of Executive Officer

Date

Send form to: **FACILITIES PLANNER**

Facilities Room 7-273

Or Fax to: 497-5520