

# **UW REGULATION 2-181**

## **Space Assignment and Management**

### **1. POLICY**

All University facilities, whether owned or leased, belong to the University as a whole and are considered to be an allocable resource to be utilized in the best interests of the institution. Accordingly, the proprietary interests of individual organizational units shall not exclusively define the allocation and use of campus space, especially when larger institutional interests are thereby sacrificed.

The University seeks to utilize its finite facilities resources efficiently and effectively. Thus, the utilization of all facilities are subject to periodic evaluation and reassignment to meet changing institutional needs.

The President has overall responsibility and authority for facilities planning and management. This responsibility and authority have been delegated by the President to the Vice President for Administration who, in consultation with the President, makes major allocations of space to each of the eight administrative divisions. Space assigned to these administrators may be further delegated as deemed appropriate.

### **2. FACILITIES INVENTORY AND CLASSIFICATION**

Responsibility for the maintenance of the University's Facility Inventory and building floor plans is assigned to the Facilities Planning Office (FPO). The inventory database is maintained to provide current statistical data required for effective management of University facilities and provides a master inventory of all space including an identification of the spaces and the unit to whom it is currently assigned (including split and multiple assignments), room classifications and any use restrictions. All spaces are classified in accordance with the most recent edition of the "Postsecondary Education Facilities Inventory and Classification Manual" published by the National Center for Educational Statistics. All space assignments are recorded on the inventory database to the lowest identified departmental level (e.g. Academic Affairs, College of Business, Accounting Department.)

It is the responsibility of each administrator with delegated responsibility for space management to ensure that changes in assignment, classification, and function are reported to the FPO.

The FPO periodically verifies space assignments and usage with administrators to whom space is assigned to update the facilities inventory.

### **3. SPACE REQUESTS**

Requests for additional or alternative space beyond the control of a vice president should be resolved whenever possible between vice-presidential units. If a solution cannot be found, then

space requests shall be referred to the Space Allocation Committee for a mutually acceptable resolution to all parties. The FPO is available to provide an evaluation of space options and should be utilized for resolution of space requests.

The Vice President for Administration, as Chair of the Space Allocation Committee, shall refer unresolved space requests to the President's Cabinet for advice. The President, acting upon the recommendations of the Vice President for Administration and the Cabinet, shall make the final decision.

#### **4. GUIDELINES FOR ASSIGNMENT AND USE OF SCHEDULED SPACES**

Scheduled spaces consist of all facilities not assigned long term (e.g., all instructional spaces, conference rooms, auditoria, performance rooms, university grounds, and gymnasiums available for use by the entire university community). These spaces are classified in one of four categories:

- A. Spaces centrally scheduled through the office of Central Scheduling;
- B. Spaces scheduled through the administrative office with the delegated authority for the assigned space (e.g., Wyoming Union, Intercollegiate Athletic facilities).
- C. Spaces where a unit is permitted scheduling priority but that can be scheduled by Central Scheduling after considering the needs of the priority unit. These spaces are scheduled through Central Scheduling; and
- D. Restricted classrooms and similar spaces in which a department has made a significant investment of its funds (either University or donor) for the purpose of refurbishing, modifying, or equipping a space for its needs. These spaces may be scheduled for approved activities with the permission of the administrative office to which the space was delegated.

A departmental request to control or restrict scheduled spaces requires the approval of the vice president with administrative authority for the unit.

It is the goal of the University to maintain and preserve its high-quality instructional spaces. Requests to convert any instructional space to another use requires a space analysis performed by the FPO to determine if there is a better alternative to the conversion of a classroom to meet the needs of the unit making the request, and requires the approval of the Cabinet.

#### **5. ANNUAL REVIEW OF SPACE ASSIGNMENT AND UTILIZATION**

At least annually, the Vice President for Administration shall convene the Cabinet to review existing space assignments and utilization, with particular attention to the use of scheduled spaces and the availability of class room space for instructional purposes. Based upon that analysis and Cabinet recommendations, the Vice President for Administration may recommend

to the President changes in the allocation, assignment, function, or scheduling authority of assigned or scheduled space.

## **6. SPACE PLANNING AND ASSIGNMENT GUIDELINES**

To the extent possible, planning for and assignment of space to provide for the broad range of University programs and activities will be made in accordance with guidelines approved by the Cabinet. The Facilities Planning Office, which is responsible for maintaining these guidelines, is available to assist university departments with their efforts to plan for changing or expanded space requirements. The FPO should be consulted for guidelines and standards defining space allocations for different uses, life and fire safety code considerations, and the suitability of various University facilities for specific uses.

## **7. ADMINISTRATION**

The Vice President for Administration shall be responsible for the implementation of this regulation and the maintenance of the Facility Inventory through the Facilities Planning Office.

Source:

University Regulation 181; adopted 7/17/08 Board of Trustees meeting