



SPACE MANAGEMENT POLICY

PURPOSE	<p>The purpose of the policy is to enable the University to plan, allocate, use and manage its building space as a valuable and finite resource and using transparent processes and procedures consistent with best practices in higher-education facilities management.</p>
SCOPE	<p>This Policy applies to all buildings owned or leased by Brock University.</p> <p>This Policy applies to the use and management of University space including how space is allocated and assigned, the design and creation of new space and/or the design renovation and modification of existing space.</p> <p>In the event that any provision of the Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail.</p>
POLICY STATEMENT	<p>The guiding principles of the University Space Management Policy are:</p> <ul style="list-style-type: none"><li data-bbox="482 1459 1425 1646">▪ Consultative and Collaborative: The University will consult with University space users on matters of space allocation and space utilization and all space users will collaborate with and contribute to space management data collection, analysis and decision processes.<li data-bbox="482 1675 1425 1780">▪ University Space: All owned and leased space is University space even when the space is allocated to faculties, departments and specific users.

- **Shared Responsibility:** University space is managed jointly by the Vice-President, Administration, the Provost and Vice-President, Academic and the Vice-President, Research.
- **Strategic:** the use or modification of space must be aligned with the University's strategic goals and institutional plans set out in documents such as the Brock's Strategic Plan and related academic and research plans as well as the planning directions and priorities set out in the Campus Master Plan, Facilities Needs and Priorities Study and related infrastructure plans.
- **Functional:** all space resources are to be supportive of the University mandate ensuring that the members and guests of the University community have access to safe, comfortable and space conducive to its intended purpose or use whether to teach, learn, research, study or work.
- **Physical:** space is a limited campus resource. The University must ensure that the physical facilities are well maintained, appropriately apportioned and used in the most efficient and effective manner.
- **Financial:** space decision-making shall incorporate evaluation of the financial impact to the University both from a perspective of available capital budgets and operating costs as well as a clear understanding of the broader impact each project has on the University as an institution. Optimizing stewardship of available funds keeping in focus the positive impact the project will have in the promoting the University's objectives.

RESPONSIBILITY OF THE UNIVERSITY

Brock University Facilities Management (FM) has the responsibility, on behalf of the University, for the management of Brock's physical assets and for space planning.

Allocating Space

The University has the responsibility to allocate space for use by faculties and administrative and service departments. The University is committed to provide space for academic staff, administrative staff and students that is appropriate and

sufficient to support activities that are part of the University's mandate, according to the University's space standards.

The University may reallocate space to meet changing needs and priorities in consultation with the affected space user(s) and in accordance with its Space Management Procedures.

Space allocations are to be reviewed periodically and, at least, once every five years.

Needs-Based Allocations and Space Standards

Space standards will be used to allocate space based on assessed need.

The University's space allocation standards may be adjusted from time to time in accordance with the total amount of space available.

The University will use discretion in applying the space standards to existing space uses and space allocations. Any new reallocation, renovation or provision of new building shall conform with the space standards, unless an exception or exemption is authorized by the President.

Space Request Process

The University shall implement a space request process which users must follow to obtain a space allocation and shall establish a space request committee to review major requests for space. The University will define and communicate the criteria that distinguish major space requests from minor requests.

Audit Function

The University has the right to assess space use to ensure that the institution can meet evolving needs and institutional priorities.

RESPONSIBILITIES OF USERS

Communications

The University shall designate space coordinators for each faculty and administrative unit and then set out the responsibilities of the space coordinator.

The Space Coordinator will be the primary liaison with FM regarding space management decisions and allocation changes. The Space Coordinator must inform FM of all proposed and actual space allocation changes for validation and / or space inventory record purposes.

Using Space Efficiently

All space allocated to a department or service unit must be used efficiently. It is the responsibility of the user to seek opportunities to introduce compatible, approved University uses to maintain utilization at a level which is consistent with University standards.

Resolving Space Issues

It is the responsibility of the user to address changing and emerging needs for space by optimizing the utilization of the space they currently occupy. The first response to a perceived need is to identify space resources already available to the user that can meet the need.

Identifying Opportunities

It is an obligation of users to identify underutilized space and provide for improved space use.

Sharing Space and Functions

To avoid duplication of space, equipment, and staff services, and to avoid unnecessary costs, as much space as possible should be shared among departments. This applies specially to meeting rooms, office work rooms, staff lounge areas, technical support work areas, and storage areas. Where there are multiple users, protocols shall be developed to establish responsibilities and priorities for use and management of the space

DEFINITIONS

Allocation: to give primary responsibility over use of a space to a specific unit (Faculty or Department).

Assignment: the distribution of allocated space to individual space users within a specific unit.

Space User(s): University staff assigned to the use of space within a specific unit.

Space: refers to any portion of the University's buildings, rooms and grounds that may have either a specific or discretionary use. All usable floor space, measured in square metres or feet, of buildings and portable structures.

Space Coordinator: refers to a staff that liaises with the University on space management needs and decisions on behalf of the Faculty or major service or administrative group they represent.

COMPLIANCE AND REPORTING

The Vice-President Administration, the Provost and Vice-President Academic and the Vice-President Research will oversee compliance with the Policy on the advice of Facilities Management and the Space Evaluation Committee.

The interpretation and application of this Policy is the responsibility of Facilities Management.

Facilities Management will provide annual reports on space to Senior Administrative Council (SAC) and Senate Information Technology and Infrastructure Committee (IT&I) and the Board Capital Infrastructure Committee (CIC).

Policy Owner:	Vice-President, Administration
Policy Lead:	Associate Director, Space Management and Planning
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Related documents:	Space Request Procedures Space Management Framework Documents