

SPACE MANAGEMENT POLICY

PURPOSE

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 to do so using transparent processes and procedures consistent with best practices in higher-education facilities management.

SCOPE

This Policy applies to all buildings owned or leased by Brock University.

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.

If any provision of the Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail.

POLICY STATEMENT

The following principles will guide the management of University space:

- **Consultative:** While space is an institutional asset to be allocated by the University, those affected by space management decisions will be consulted as part of the decision-making process.
- **Collaborative:** All space users will collaborate with and contribute to space management data collection and analysis.
- **University space:** All owned and leased space is University space even when the space is allocated to Faculties, Departments, the Library, and specific users.
- **Shared responsibility:** University space is managed by the Provost in consultation with other affected SAC members. The VPR has authority over space dedicated to certain institutional research functions and operations, with changes to that space allocation at the discretion of the Provost. Similarly, each Dean has oversight of space assignment within their Faculty.
- **Strategic decision-making:** The use or modification of space must be aligned

with the University's strategic goals and institutional plans set out in documents such as Brock's Institutional 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. The President and Vice-Presidents have shared responsibility, together with Senate and the Board, for the University's space strategy and for strategic decision-making related to space.

- **Functionality:** 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 space conducive to its intended purpose or use.
- **Physical condition:** Space is a limited campus resource. The University (through Facilities Management) will ensure that the physical facilities are well maintained, respecting health and safety requirements.
- **Financial responsibility:** 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. The allocation of space will seek to optimize stewardship of available funds, maximize positive impact, and pursue to the greatest extent possible the University's strategic space objectives.

RESPONSIBILITY OF THE UNIVERSITY

Facilities Management (FM) has responsibility for the management of Brock's physical assets.

Allocating space

The University is responsible for allocating space for use by Faculties, the Library, and administrative and service departments. Requests for space follow line management whenever possible, with requests endorsed by the relevant Dean or administrative department lead. Requests that cannot be adjudicated in this manner shall be escalated to the Provost.

Anomalous requests may be brought by the Provost to the Space Committee for further discussion.

Deans are responsible for the assignment of space within their Faculties, including office and research space for new faculty members and Canada Research Chairs.

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 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.

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 SPACE USERS

Communication

Each Faculty and administrative unit shall have a Space Coordinator. While the Deans will appoint the Space Coordinator for their Faculty, AVPs shall appoint the Space Coordinator for their unit. The Space Coordinator of a Faculty shall typically be one of the Associate Deans. The Space Coordinator of an administrative unit shall be a senior staff member who has managerial oversight of the unit.

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. Users may seek opportunities to introduce compatible, approved University uses to maintain utilization at a level which is consistent with University standards.

Resolving Space Issues

Users should 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: 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 staff that liaise with the University on space management needs and decisions on behalf of their unit

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

COMPLIANCE AND REPORTING

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

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

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

POLICY DETAILS

Policy Owner

Provost & Vice-President, Academic

Administrative Responsibility

Associate Director, Space Management and Planning

Policy Classification

Operational

Approval

Approved by the Executive Team.

Effective Date

July 2023

Next Review

July 2026

Revision History

Adopted March 2018

Revised March 2021

Related Documents

- Space Request Procedures