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Parent Policy: [Space Management Policy](#)

Space Management Procedure

Office of Administrative Responsibility:	Office of the Associate Vice-President (Planning & Project Delivery)
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with University procedure extends to all members of the University community.

Purpose

To outline the processes and methods through which **space** is **managed** at the University of Alberta.

PROCEDURE

Effective, efficient space management is a collaborative, ongoing process requiring involvement from the campus community to optimize the use of all facilities, and to accurately address physical space needs.

As directed by the Board of Governors, the Vice-President (Facilities and Operations) is responsible for the administration of University space. The Vice-President (Facilities and Operations) consults with **units** as part of the space management process. This collaborative approach ensures:

- Accurate assessment of current and future space needs
- Efficient use of space through cross-campus consultation
- Improved planning capabilities for space, furnishings, **equipment** and growth
- Official, accurate record-keeping of all University space, leased or owned
- **Repurposing** of space where deemed necessary and appropriate
- Access to technologies, and accommodation of special needs

The Vice-President (Facilities and Operations) divides the process of administering University space into four primary categories: Management, **Allocation**, **Allotment**, and **Assignment**. As part of its comprehensive approach to space management, the Vice-President (Facilities and Operations) is also concerned with the leasing and purchasing of **real property**, and with the operation of **base building systems**.

MANAGEMENT

As part of the central management of University space the Vice-President (Facilities and Operations), engages units in planning exercises to determine and assess current and future needs. This consultation enables accurate tracking of University space usage, which is a benefit to individual units, as well as to the whole campus community. Planning exercises include general and functional programming, as well as other specific studies that determine effective accommodation for all campus users.

Together with cooperative planning exercises, the Vice-President (Facilities and Operations) adheres to the University's strategic documents when facilitating the management of space.

ALLOCATION

The Vice-President (Facilities and Operations) allocates space to units based on Facilities Development Committee (FDC) approved **general space programs**.

Under the direction of the Vice-President (Facilities and Operations), the Office of the University Architect (OUA) reviews total faculty space allocations, as well as administrative allocations on a regular basis.

ALLOTMENT

Unit heads allot space within the units under their administration. Space allotment is based on demonstrable need as identified by the individual department or unit. Faculty administrators are encouraged to work closely with OUA planners to ensure fair and effective allotment of University space.

ASSIGNMENT

Unit heads assign allotted space to faculty members, staff, or to other individuals and groups at their discretion, and may re-assign space to meet their needs. The department or unit retains responsibility for the use of assigned space.

Units should review their space usage on a regular basis with an Office of the University Architect planner. Any Unit requiring the repurposing of space must consult with the University Architect.

Facilities and Operations uses a computer-aided Facilities Management (CAFM) system to track space. Units can obtain access to the system through the CAFM Team Lead, Facilities and Operations. Units choosing to employ this tool are able to track their allocated or assigned space. They are also able to use the system to track additional information (i.e. furniture or staff locations), but would be responsible for updating and maintaining this information for their own use.

LEASING and REAL ESTATE

Real Estate Services enters into discussions on behalf of the University to handle leasing, acquisition and sale of real property assets. Units wishing to acquire space must contact the planner assigned to them.

BASE BUILDING SYSTEMS

Effective space management requires not only the interdependent processes of allocation, allotment, assignment, leasing and purchasing, but also the efficient maintenance of University buildings and equipment. Facilities and Operations is responsible for managing the maintenance of base building systems; that is, those parts of a building necessary for it to function for its intended purpose.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Central Management / Manage	Refers to the central space management of all University space under the administration of the Vice-President (Facilities and Operations).
Space	All real property, base building systems and equipment owned and/or leased by the University of Alberta.
Units	Administrative and/or organizational groups including faculties, departments, centres, institutes, administrative units, and non-departmental units.

Equipment	Affixed machines, tools and furnishings necessary to the facility for the completion of University business.
Repurposing	Redevelopment of space for another purpose and or functional use (e.g., modernization or the addition of equipment that impacts building systems).
Allocation /Allocated	The distribution of University space by the Office of the University Architect in accordance with prioritized need to support the ongoing growth and development of the University.
Allotment/Allotted	The redistribution of space by a Faculty to a Department, Unit or Centre.
Assignment /Assigned	Distribution of space by a Department for the placement of individuals, purposes and functions for a period of time.
Real Property	Lands and buildings, including permanent and temporary structures and their fixtures, as well air, water and mineral rights issuing out of, annexed to and exercisable within or about the land.
Base Building Systems	Those elements of a building including exiting systems, mechanical, electrical, fire alarm and public circulation required and necessary for the functioning of the building for its intended purpose.
General Space Programs	A General Space Program describes the current state of an Academic, Research, and/or Administrative Unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period.
Unit Heads	Deans, chairs, directors and others who are administrative leads or those who manage units

FORMS

There are no forms for this Procedure. [[▲ Top](#)]

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[Planning and Renovation of Existing Facilities Policy](#) (UAPPOL)

[Post-Secondary Learning Act](#) (Government of Alberta)

[Space Management Process \(Infodoc\)](#) (University of Alberta)

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