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Space Management Policy

Office of Accountability:	Vice-President (Facilities and Operations)
Office of Administrative Responsibility:	Vice-President (Facilities and Operations)
Approver:	Board of Governors
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The *Post-Secondary Learning Act* outlines the authority through which universities **manage** institutional **space**.

Purpose

This policy defines university space, and outlines responsibilities for space management and administration at the University of Alberta.

POLICY

University space encompasses all **real property, base building systems** and **equipment** owned and/or leased by the University of Alberta.

As directed by the Board of Governors, the Vice-President (Facilities and Operations) is responsible for the administration of University space in relation to the following:

- Adhering to the University of Alberta's strategic planning documents when controlling and centrally managing space
- Defining relevant roles and responsibilities
- Ensuring collaboration, efficient and effective stewardship and accountability in all matters
- Ensuring best practices are employed with respect to the allocation, **repurposing**, and **utilization** of space
- Addressing the current and future needs of the University community

Space management is based on Facilities Development Committee (FDC) approved **general space programs**.

The Vice-President (Facilities and Operations) **allocates** space to **units** or to other approved occupants. Units work in collaboration with the Vice-President (Facilities and Operations) to distribute their allocated space by **allotting** it to departments, units or centres.

Departments, units and centres also work with the Vice-President (Facilities and Operations) to **assign** space to faculty members, staff, or to other suitable individuals and groups. Previously assigned space can be re-assigned to meet changing and developing needs.

In accordance with *the Planning and Renovation of Existing Facilities Policy*, and with University of Alberta policies on leasing and sub-leasing, any department or unit requiring the repurposing of space must consult with the Vice-President (Facilities and Operations).

Space is also entrusted to the Office of the Registrar for the purpose of academic and casual scheduling of classroom space.

Total faculty space allocations, as well as administrative allocations, are reviewed on a regular basis by the Vice-President (Facilities and Operations).

The allocation of space to a faculty, department, centre, institute, or administrative unit within the University, as well as the allotment and assignment of space within those groups, may be subject to readjustment as the needs and priorities of the campus community change.

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
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 and electrical infrastructure, fire alarms and public circulation required and necessary for the functioning of a building for its intended purpose.
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).
Utilization	Compliance with the Province's established matrices for the efficient use of space in post-secondary institutions.
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.
Allocation / Allocated	The distribution of space by the Office of the University Architect in accordance with prioritized need to support the ongoing growth and development of the University.
Units	Administrative and/or organizational groups including faculties, departments, centres, institutes, administrative units, and non-departmental units.
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.

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PUBLISHED PROCEDURES OF THIS POLICY

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