



## University of Arizona

# Space Management Guidelines and Procedures

## Introduction

University of Arizona (U of A) facilities are a limited resource and must be managed, supported, and maintained in a manner that supports the U of A's mission and priorities. Assigning and reallocating space should be done thoughtfully and guided by policies and criteria that support the institution's strategic imperatives, while recognizing distinct programmatic needs and addressing research, academic, and administrative priorities. With these principles in mind, the following guidelines for space management have been developed.

## Guiding Principles

### *Ownership and Assignment*

All space owned or leased is covered by these guidelines and under the control of the Arizona Board of Regents (ABOR). Ultimate responsibility for the management of space resides with the President. Assignment of space signifies a temporary commitment based upon continued program justification.

### *Management and Accountability*

U of A space is managed by the University's Space Committee through the office of Space Strategy and Management (SSM). Units are responsible for working with SSM to maintain current space information, which is subject to review. All units requesting new space or modifying the use of assigned space must receive approval from SSM. When space is vacated by a unit, the space reverts to the institution for reallocation.

## University Space Committee

The **Space Committee's** mission is to align the development and utilization of the University's physical space resources with the University's strategic imperatives in concert with ABOR policies governing land planning, capital development, and space utilization. The Space Committee is the steward for all on-campus and off-campus facilities and has funding oversight for construction projects relating to space, regardless of the funding source.

### *Scope*

The role of the **Space Committee** is to ensure the orderly planning and development of all the University's physical resources and the maximum utilization of its existing facilities in support of the University's strategic imperatives. The Space Committee's role includes oversight of University issues related to facilities use planning and development and the assignment of space. Long-term strategic decisions may be referred to senior leaders. Responsibilities of the Space Committee include:





- A. Making recommendations to senior leaders on relevant policies associated with the efficient and effective management of the University's physical resources and associated planning processes.
- B. Setting project priorities, identifying new project proposals, and recommending preliminary project rankings to senior leaders in regard to the Capital Improvement Plan (CIP).
- C. Administering the University's space allocations within the context of the overall priorities and programmatic requirements.

### *Committee Appointment*

Appointment to the Space Committee is made by the President. The committee meets monthly, or as often as needed, to review space-related issues and correlated resources.

#### Committee Membership

Chief Financial Officer  
Provost and Chief Academic Officer  
Chief Facilities and Planning Officer  
Chief of Staff to the President  
Senior Advisor to the President for Operations  
Senior Vice President for Research and Partnerships

#### Committee Staff

Chief Research Strategy Officer and Chief of Staff, Research & Partnerships  
Chief of Staff, Office of the Provost  
Executive Director, Finance Strategy, and Operations  
Executive Director, Integrated Campus Planning  
Director, Space Strategy & Management (Staff Team Leader)

Any individual member of the Committee may assign a proxy to represent them at meetings they are unable to personally attend. Additionally, the Committee may, as appropriate, call upon other personnel – e.g., Community Relations, Risk Management, ADA experts – to provide topical support on an ad-hoc basis.

### *Space Requests/Assignments*

All space requests are submitted to SSM with the endorsement of the requesting department's senior vice president and/or the Provost and Chief Academic Officer. Written requests must be submitted by the chairperson, dean, or director responsible for the program with a justification for additional space. SSM will keep the Space Committee apprised of all outstanding space requests.



Space assignments are made by the Space Committee after careful consideration of all relevant factors, including costs, and in consultation with the units involved. SSM is responsible for maintaining written records and documentation of all actions regarding space assignments and correlated funding.

- Assignment criteria are based on University guidelines with the Space Committee establishing priorities within University programs.
- Requests for additional space will result in an on-site audit of existing space.
- Space already assigned to a college/unit may be reassigned internally among its departments without submission of a space request. Such reassignments should be reported to SSM at the time they are completed.
- Lease options are explored only when it has been determined by SSM that the space cannot be provided in campus facilities, or the requirement is site specific, provided that funds have been identified to meet the lease and associated expenses. Real Estate Administration oversees all lease negotiations and payments. Units are not authorized to negotiate leases on behalf of the University.
- Education space is an institutional priority. As such, the reallocation of any classroom (departmental or centrally scheduled) to a different use is subject to additional review by the Office of the Registrar. They will evaluate and determine the impact to class schedules and provide a recommendation to the Space Committee for a final decision.
- Research space is also an institutional priority. The reallocation of any research space (wet or dry) to a different use is subject to additional review by SSM.
- Units are prohibited from entering into internal memorandums of understanding, leases, or other exchanges of space with other units. All requests to exchange or transfer assigned space from one unit to another must be approved by the Space Committee through SSM.

## College/Division Level and Specialized Space Committees

Colleges and divisions are recommended to form their own space allocation committees and must adhere to the guidelines set forth in this document to manage space within their respective areas. It is highly recommended that a member of the Space Strategy & Management team is included in the committee.

Specialized committees related to the use of university space, such as the Classroom Committee, must include a member of the Space Strategy & Management team.



## Assignment of Space

Space is assigned at a room level to active departments/units in the University's financial hierarchy. SSM is responsible for maintaining room assignments through [Interactive Floorplans](#), the system of record for the Physical Space Inventory.

- Any change in use or assignment within a College/Division must be communicated to SSM.

## Requesting Space

Any unit in need of additional space, after exhausting all internal options, should initially work with their respective college/division. If a solution cannot be found within their college/division, a [Space Request](#) must be submitted.

***Please note that a Space Request prompts a thorough evaluation of current assigned space by SSM prior to a search for additional space.***

Prior to initiating a Space Request:

- 1) The unit should conduct an internal review of all assigned space, ensuring maximum utilization is achieved.
  - a. Consider converting underutilized space to meet current needs.
  - b. Consider modern shared use modalities.
  - c. Consult with SSM team for review and options.
- 2) The unit should work with their College/Division to seek opportunities within the College/Division footprint.
  - a. Consider synergistic opportunities where sharing may be available.
- 3) Complete a Space Request after exhausting all options within department and college footprint.
  - a. All sections must be completed, including all endorsement signatures.
  - b. May require consultation with University Facility Services (UFS) if space requires renovation.
- 4) SSM will conduct an on-site evaluation of current space utilization, referencing current space planning guidelines.
- 5) Integrated Campus Planning (ICP) unit evaluates alternative space options (internal and external) and provides recommendations to the Space Committee. This may result in approval to proceed, denial, or a request for additional information.
  - a. May include consultation with UFS

## Releasing Space

Units releasing space must do so in writing to SSM for review and approval. Vacated space must be left in acceptable condition (e.g., free of chemical and biological hazards, trash, and personal items). The condition of the space will be verified before being removed from the current unit's inventory. ***Please note that any space not actively used in a period of six months may be subject to re-assignment.***

