

Procedures Supplemental to University Policy 601.4, Integrated Space Management

These Procedures Supplemental to [University Policy 601.4, Integrated Space Management](#), establish standard processes for evaluating requests for allocation, reallocation, use, change in use, alteration, construction, and renovation of University space.

A. Roles and Responsibilities of Committees and Chancellor

1. *Space Planning Advisory Committee*

The Space Planning Advisory Committee, (SPACe), provides a collaborative and integrated forum to consider space needs within the context of the University's strategic priorities, mission, and Space Policy Guiding Principles. The SPACe is responsible for considering the immediate and long-term space needs of the University, proposing solutions to address needs, and evaluating space requests submitted to the Office of Space Management.

The SPACe reviews all proposals regarding space including new construction, renovation, alteration, allocation, and reallocation of space. The SPACe consults with campus stakeholders as well as units assigned responsibility for Facilities Planning, Capital Construction, Facilities Management, Real Property Management, and Space Management.

The SPACe will review all requests regarding space plans and proposals for Allocating and Reallocating space, such as:

- Transferring space between divisions, colleges, or departments
- Changing the current use of space
- Proposing physical alterations of space
- Reallocating vacated space
- Providing space for new programs or positions
- Providing space in new facilities

The SPACe is authorized to make final decisions on space proposals involving fewer than 1,000 square feet and where all stakeholders agree with the proposal. Stakeholders include both the current units/departments to whom the space is allocated and those requesting the space. These decisions will be forwarded to Space Steering Committee (SSC) for information only.

Space proposals outside of this authority are forwarded by the SPACe with a recommendation to the SSC and to the Chancellor for a final review and decision.

The SPACe is chaired by the Director of Space Management. Administrative support for SPACe activities is provided by the Office of Space Management.

SPACe is not responsible for event scheduling or the scheduling of classes.

Specific space request procedures are outlined in Section C. below, and on the UNC Charlotte Space Management website.

<http://facilities.uncc.edu/our-services/business-related-services/facilities-planning/space-management-advisory-committee-sma-1>

The SPACe members are:

- Director of Space Management (Chair)
- Associate Vice Chancellor for Business Services
- Associate Vice Chancellor for Student Union, Activities & Recreation
- Associate Vice Chancellor and Director of Housing and Residence Life
- Senior Associate Athletics Director
- Senior Associate Provost
- Associate Vice Chancellor for Facilities Management
- Senior Director of University Advancement Operations
- Associate Director for Infrastructure, Charlotte Research Institute
- At-large delegate appointed by the Chancellor
- Assistant Provost for Institutional Research (non-voting)
- Director of Facilities Planning (non-voting)
- Real Estate Manager (non-voting)

2. *Space Steering Committee*

The Space Steering Committee (SSC) advises the Chancellor on all matters pertaining to campus space needs in relation to strategic priorities.

The SSC reviews all proposals regarding space recommended by the SPACe. Recommendations regarding space will include background information and input from Facilities Planning, Capital Construction, Facilities Management, Real Property Management, and Space Management.

The Space Steering Committee members are:

- Chief of Staff
- Provost
- Vice Chancellor for Business Affairs
- Vice Chancellor for Research and Economic Development
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Advancement
- Vice Chancellor for Information Technology
- Director of Intercollegiate Athletics

3. *Chancellor*

The Chancellor receives all space recommendations from the SSC and makes the final decisions regarding all requests for space allocation and use including New space, space Reassignment, space use, space alteration, and renovation, except as otherwise set forth herein.

B. Role and Responsibility of the Office of Space Management

The Office of Space Management, reporting to the Associate Vice Chancellor for Facilities and the Senior Associate Provost, assesses space needs, provides evaluation, and recommends allocation of all University space to meet the immediate and long term needs of the University. The Director of Space Management heads this office and manages the University's space management processes as detailed in [University Policy 601.4, Integrated Space Management](#), and these *Procedures Supplemental to University Policy 601.4, Integrated Space Management*.

The Office of Space Management oversees:

- Preliminary project planning
- Space needs assessment
- Space evaluation
- Space inventory
- Space audits/surveys
- Space use assessment
- Space assignment and allocation
- Space guidelines

The Office of Space Management coordinates space needs and requirements with Facilities Planning, Capital Projects, Design Services, and Real Estate Services.

The Office of Space Management prepares needs assessments that translate academic or departmental initiatives into potential space or facility needs.

The Office of Space Management provides periodic assessment of existing space use. Assessment includes evaluating the quantity, quality, suitability for use, and location of space. Evaluation in conjunction with the Space Guidelines, recommended best practices and generally accepted metrics are used to assess the effective use of space to support institutional goals.

The Office of Space Management is responsible for reviewing and updating these *Procedures Supplemental to University Policy 601.4, Integrated Space Management*, to ensure they are current and accurate.

C. Requests for Space Including New Construction, Alteration, Renovation, Change in Use, and Allocation

The procedures for requesting construction of new space, allocation of additional space, significant alterations of existing space, renovation of existing space, and changes in the use of space are outlined below.

1. Request for New or Additional Space

When a department determines that additional space beyond what is included in the space currently allocated to that department is required to meet a programmatic need (new program, new hire, etc.) the department can submit a request for additional space to the Office of Space Management.

2. Request for Alteration/Renovation of Existing Space

When a department wishes to Alter or Renovate existing space within its current allocation, a space request documenting the desired alteration must be submitted to the Office of Space Management for review.

The Office of Space Management will review the request and determine if the proposed alteration/renovation is significant and warrants review by the SPACe and the SSC.

All alterations and renovations of space must be managed by the Facilities Management Department.

3. Request for Change in Use

When a department determines that a change in use of space within the department's current space allocation is needed to meet a programmatic need (new program, new hire, etc.) the department can submit a request for a change in use of the space to the Office of Space Management.

The Office of Space Management will review the request and determine if the proposed change in use is significant and warrants review by the SPACe and SSC.

4. Overview of Space Request Process

<u>Action</u>	<u>Responsible Department/Division/Unit</u>
1. Request for space	Office of Space Management
2. Analysis of space use	Office of Space Management
3. Evaluation of space need	Office of Space Management
4. Recommendation/Proposal for space	SPACe and SSC
5. Review of Recommendation/Proposal	SPACe and SSC
6. Review and Action	SPACe and SSC
• Recommend	
• Reject	
• Request Further Study	
7. Review and Action	Chancellor
• Recommend/Approve	
• Reject	
• Request Further Study	

5. Detailed Procedures for Submittal, Review, and Action of a Request

Department or Unit

The space need/request must be documented using the "Space Request Form" found on the UNC Charlotte website (<https://archibus.uncc.edu>). Requests are forwarded to the Dean/Director/Assistant Vice Chancellor, as determined by the particular unit, for review and approval.

Each unit will determine who reviews and approves requests for space for consideration by the SPACe.

Dean/Director/Assistant Vice Chancellor/ Associate Vice Chancellor

The Dean, Director, or Associate/Assistant Vice Chancellor of the respective department(s) or unit(s) either approves or denies the space request.

The Dean, Director, or Associate/Assistant Vice Chancellor may also contact the Office of Space Management to request additional space analysis or may suggest an alternative solution. If approved, the Dean, Director, or Assistant Vice Chancellor signs and submits the request to the Office of Space Management.

The Office of Space Management

The Office of Space Management assesses and evaluates all requests for space and provides analysis, evaluation, and recommendations for review by the SPACe.

All requests for space must be submitted to the Office of Space Management for consideration before a project can be formally undertaken by Design Services, Facilities Planning, or Capital Projects.

1. Upon receiving the Space Request Form, the Office of Space Management (OSM) will review the request.
2. A consultation with the requesting unit and if needed, a visit to the unit's existing space will be made in order to help OSM understand the space needs and identify requirements and options.
3. A space needs analysis will be prepared by the Office of Space Management.
4. If necessary, the space request will be revised or modified to reflect the results of the space needs assessment.
5. A project concept and preliminary program will be developed. Options for meeting the space needs identified in the request will be prepared and "test fits" will be developed and reviewed with the unit representatives. After review with the unit, and agreement on the proposed option, the request will be placed on the agenda for the next SPACe meeting.
6. The SPACe agenda item will be prepared by OSM and include the original space request, space needs analysis, option(s) for meeting the request, and a recommendation.
7. The SPACe chair may invite a representative from the unit requesting space to attend the SPACe meeting.

Space Planning Advisory Committee

The Space Planning Advisory Committee (SPACe) reviews the requests submitted to the Office of Space Management, reviews options when presented, and makes recommendations for review by the Space Steering Committee (SSC).

The SPACe may take one of the following actions regarding space requests:

1. Approve the request as presented.
2. Reject the request as presented.
3. Recommend further study and presentation of alternate solutions for consideration.

If the Request is rejected, the Office of Space Management will work with the department to find an alternative solution to meet the space need. The revised/updated request will be presented to the SPACe.

If the request is acceptable to the Committee, it will be forwarded to the Space Steering Committee for review.

Space Steering Committee

The Space Steering Committee (SSC) reviews all recommendations forwarded by the SPACe.

The SSC may take one of the following actions regarding space requests:

1. Approve the request as presented.
2. Reject the request as presented.
3. Recommend further study and presentation of alternate solutions for consideration.

If the Request is rejected, the Office of Space Management will work with the department to find an alternative solution to meet the space need. The revised/updated request will be presented to the SPACe for review.

If the request is acceptable to the Committee, the request will be forwarded to the Chancellor for consideration.

Office of the Chancellor

The Chancellor reviews requests forwarded by the Space Steering Committee. The Chancellor may take one of the following actions regarding space requests:

1. Approve the request as presented.
2. Reject the request as presented.
3. Recommend further study and presentation of alternate solutions for consideration by the SSC.

If the Request is rejected, the Office of Space Management will work with the department to find an alternative solution to meet the space need. The revised/updated request will be presented to the SPACe.

SPACE GUIDELINES

In 1998, The University of North Carolina (Office of the President) adopted *The University of North Carolina Space Planning Standards* published by The University of North Carolina and Eva Klein & Associates, Ltd.

(https://www.northcarolina.edu/sites/default/files/documents/space_planning_standards_1998.pdf).

These standards address offices, office support, classrooms, labs, support space, and equipment requirements.

The UNC Charlotte Space Guidelines are based on the University of North Carolina Space Planning Standards and will be used as a basis for developing space needs in the preplanning and programming of projects for new, renovated, or altered space. The actual intended use of the space will determine the amount of space that will be provided.

Administrative Space

<u>Title</u>	<u>Area</u>	<u>Notes</u>
Chancellor	400 SF	300 office + 100 office support space
Vice Chancellor	250 SF	200 office + 50 office support space
Asst./Assoc. Vice Chancellor	200 SF	150 office + 50 office conference
Dean	200 SF	150 office + 50 office conference
Chair/Faculty	150 SF	standard furniture
Faculty	120 SF	modular furniture
Director (closed office)	120 SF	modular furniture
Staff, confidential (closed office)	120 SF	modular furniture
Staff (open office)	90 SF	modular furniture
Clerical	64 SF	modular furniture
Graduate Student	48 SF	carrel
Reception	100SF	modular furniture

Square Feet (SF)

Instructional Space - Classroom

<u>Title</u>	<u>Area</u>	<u>Notes</u>
Large Lecture Classroom	15 SF/station	fixed seating (more than 150 seats)
Lecture Classroom	16 SF/station	fixed seating (fewer than 150 seats)
Interactive Classroom	24 SF/station	movable seating/tables
Seminar Room	24 SF/station	movable seating/tables

Instructional Space - Laboratory

<u>Title</u>	<u>Area</u>	<u>Notes</u>
Highly Intensive Laboratory (Engineering, Dance, Dramatic Arts)	100 SF/station	open area
Intensive Laboratory (Architecture, Biology, Physical Sciences, Health Professions)	60 SF/station	fixed bench/equipment

Moderately Intensive Laboratory (Communications, Computer Information, Fine Arts, Psychology)	50 SF/station	movable seating/tables
---	---------------	------------------------

Non-Intensive Laboratory (Business, Language, Math)	35 SF/station	movable seating/tables
--	---------------	------------------------

Research Space

Research Wet Lab	300 SF/researcher	Space need will be adjusted based on size of research group, type of research and equipment needs
------------------	-------------------	---

Research Dry Lab	100 SF/researcher	Space need will be adjusted based on size of research group, type of research and equipment needs
------------------	-------------------	---

Grad. Research Assistant	48 SF/person	6 foot carrel; open/shared office workstation; open/shared office workstation; open/shared office ratio of lab support space to lab space
Post-Doctoral	60 SF / person	
Research Staff	60 SF / person	
Lab Support Space	30 %	