



POLICY STATEMENT

Policy Name	Institutional Space Allocation and Management		
Policy #	301	Category	Facilities
Policy Sponsor	Associate Vice-President, Facilities Management	Previous Revision Date	December 14, 2011
Policy Approved by	President & CEO	Issue or Revision Date	June 18, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	June 2023

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to govern the allocation and administration of space at Saskatchewan Polytechnic.

SCOPE

This policy applies to all existing physical space owned or leased by Saskatchewan Polytechnic, including Ministry of Central Services-owned properties.

GUIDING PRINCIPLES

1. Saskatchewan Polytechnic recognizes that physical space within its facilities is a key institutional resource that shall be assigned and managed in Saskatchewan Polytechnic's best interest, according to its mission, vision, values, and strategy.
2. Saskatchewan Polytechnic is committed to students, faculty, and staff having access to safe, comfortable and useful space in which to learn, teach, research, study and work.
3. Saskatchewan Polytechnic is committed to maximizing the use of space in all campus locations in order to ensure that students, faculty, and staff have appropriate space and opportunity to pursue Saskatchewan Polytechnic activities and initiatives.
4. The health and safety of Saskatchewan Polytechnic students, faculty, and staff guide in decisions regarding the allocation and management of space.

POLICY

1. All physical space within Saskatchewan Polytechnic facilities is the property of Saskatchewan Polytechnic and will be assigned to specific functions in accordance with the best interests of Saskatchewan Polytechnic.

2. The administration and allocation of space at Saskatchewan Polytechnic shall be based on what is needed to accomplish the educational, research, or administrative task for which the space is required.
3. The Space and Timetabling Advisory Committee (STAC) and Facilities Management at each Saskatchewan Polytechnic location are responsible, under the authority of Senior Management Council, for the assignment and administration of all physical space.
4. All Institutional Space shall conform and be used in full compliance with the Occupational Health and Safety Act and other relevant legislation.
5. All decisions regarding the allocation and use of physical space shall be consistent with the Saskatchewan Polytechnic Strategic Plan, Multi-year Business Plan, and Capital Plan.
6. As space is a limited institutional resource, STAC and Facilities Management shall ensure that the physical spaces available are allocated and used in the most efficient manner possible in order to maximize use.
7. Individual programs or units do not own the space they occupy and are allowed to use the institution's physical space for their needs, subject to reallocation based on overall institutional priorities as determined through the STAC process.
8. If physical space requirements result in the modification of existing space or the creation of new space, the facility project will be managed in accordance with Policy # 504b, Management Authorities Grid and the Facility Project Management Guide and Procedures.

DEFINITIONS

Institutional Space: This is all physical space available for the use of Saskatchewan Polytechnic at all of Saskatchewan Polytechnic owned or leased facilities.

RELATED POLICIES/DOCUMENTS

Policy # 504b Management Authorities Grid
Facility Project Management Guide and Procedures
Space & Timetabling Advisory Committee (STAC) Terms of Reference
Office/Interim Office Standards

APPLICABLE LEGISLATION OR REGULATIONS

The Occupational Health and Safety Act and Regulations