



SUBJECT: Institutional Space Allocation and Management	CATEGORY: Facilities	NO.: 301
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PREAMBLE

SIAST is committed to ensure that all students, staff, visitors and guests (the SIAST community) have access to safe, comfortable and useful space in which to learn, teach, research, study and work. The health and safety of the members of the SIAST community are paramount considerations in allocating and managing space.

SIAST recognizes that physical space within its facilities is a key institutional resource that must be assigned and managed in SIAST's best interest to ensure sustainability and success.

This policy applies to all existing physical space owned or leased by SIAST, including MGS-owned properties, and describes the principles by which SIAST assigns and manages the space within its facilities. It also establishes the responsibility, authority and accountability for assigning institutional space including parking and outdoor storage areas.

POLICY

1. All physical space within SIAST facilities is the property of the institution and will be assigned to specific functions in accordance with the best interests of SIAST.
2. The campus director of each SIAST location is responsible, under the authority of senior management council, for the assignment and management of all physical space. All decisions on the allocation and use of physical space will be made within a long-term context that is consistent with the SIAST Strategic Plan, Operating and Capital Plan, and the Operations Forecast. As space is a limited institutional resource, the campus director will ensure that the physical spaces available are allocated and used in the most effective manner possible.
3. Individual programs or other organizations do not own their space but are allowed to use the institution's physical space for their needs until such time higher institutional priorities take precedence.

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4. 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 Management Authorities Grid policy #504-G and the Facility Project Management Guide and Procedures.

PROCEDURES

Every SIAST employee or other occupant within SIAST facilities has responsibilities for SIAST institutional space. In the event there are competing program interests, prioritization will be based on the best combination of factors including institutional priority, cost, available alternatives, and institutional benefits. Where there are competing functional interests, the following are SIAST space use priorities in order of importance:

- Classrooms and other learning / teaching spaces including laboratories, shops and other learning spaces;
- Learning support spaces including libraries, bookstores, student services and research areas;
- Offices and other workspaces including meeting rooms, academic and administrative support services, facilities to house infrastructure, and technology;
- Space required to serve student organizations, student residences, food service and recreational spaces;
- Outdoor storage related to required program equipment and parking areas.

Responsibilities for institutional space are as follows:

1. SIAST employees and other occupants are responsible to:

- i) ensure that the space they are assigned is being used effectively and efficiently;
- ii) inform the campus director when space may be used more effectively and efficiently;
- iii) proactively support the development of creative solutions for sharing of the space that are consistent with the principles in this policy;
- iv) ensure that all booking of space is done centrally through the appropriate department, as designated by the campus director, to ensure that institutional space is made equally available to all users;
- v) ensure that when a booked space is no longer required that timely notification is given to the appropriate department, as designated by the campus director, so that it may be made available to other users.

2. SIAST campus directors are responsible to:

- i) under the authority of senior management council, allocate and manage all facility space;
- ii) schedule all class, lab, shop and other training spaces to ensure that space is appropriately used and shared by all programs;
- iii) advise programs and other organizations requesting space on the appropriate process to be used in communicating their space needs. These processes are the annual budgeting and capital project management processes;
- iv) manages small capital projects (less than \$500,000) related to the creation or modification of space;

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- v) work in concert with the executive director, facility management and planning to identify solutions for programs and organizations requesting space that cannot be accommodated within the current inventory.

3. The executive director, facility management & projects is responsible to:

- i) work in concert with the campus directors when needed to identify solutions for programs and organizations requesting space that cannot be accommodated within the current inventory;
- ii) manage large capital projects (greater than \$500,000) related to the creation or modification of institutional space.

4. The SIAST campus directors and executive director, facility management & projects are jointly responsible to:

- i) proactively optimize the use of existing space at all campuses and ensure that space is being utilized in the best interest of the institution;
- ii) conduct audits, surveys or other activities to establish the effectiveness of scheduling and utilization;
- iii) make recommendations to senior management council (through the SIAST facilities steering committee) regarding major (affecting more than one program or organization) realignments of space use that cannot be resolved within the affected organizations;
- iv) work in concert to identify solutions for programs, departments or organizations requesting physical space that cannot be accommodated within the current inventory. This entails bringing together the deans, program heads or others involved to jointly work on the space issues in a collaborative manner. In the event a resolution for the realignment of physical space cannot be achieved, the campus director and executive director, facility management & projects will work in partnership with the appropriate vice-president to proactively optimize the use of the existing physical space and ensure it is being utilized in the best interests of SIAST.
- vi) work with the appropriate vice-president on minor (affecting one program or organization) realignments of space use that cannot be resolved within their respective organizations.

5. Senior management council is responsible to:

- i) ensure that institutional space-related decisions are transparent and inclusive, and that actions taken are informed, reflective of, and consistent with the principles in this policy;
- ii) ensure that short- and long-term space allocation and management decisions are consistent with the SIAST Strategic Plan, Operating and Capital Plan and Operations Forecast, as applicable;
- iii) ensure that institutional space is being used effectively and efficiently;
- iv) request space utilization reviews when deemed appropriate.

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