



## Procedures

Policy Name	<b>Institutional Space Allocation and Management</b>		
Policy #	<b>301</b>	Category	<b>Facilities</b>
Policy Sponsor	<b>Associate Vice-President, Facilities Management</b>	Previous Revision Date	<b>December 14, 2011</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 18, 2018</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### DEFINITIONS

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

### PROCEDURES

#### Booking and Requesting Space

1. Space set aside for booking (e.g., classrooms, video conference rooms, hoteling offices, etc.) can be booked through the Facilities Management Offices.
2. Requests for space allocation (e.g., employee office spaces, student centres, etc.) can be made through the Space Request Form available through the Facilities Management Offices.

#### Space Allocation Priorities

1. The Office/Interim Office Standards document will guide the allocation of office space.
2. In the event there are competing functional interests, prioritization will be based on a combination of factors including institutional priority, cost, available alternatives, and institutional benefits. The following are Saskatchewan Polytechnic space use priorities in order of importance:
  - a. Classrooms and other learning / teaching spaces including laboratories, shops and other learning spaces;
  - b. Learning support spaces including libraries, test centres, bookstores, student services and research areas;
  - c. Offices and other workspaces including meeting rooms, academic and administrative support services, facilities to house infrastructure, and technology;
  - d. Space required to serve student organizations, student residences, food service and recreational spaces;
  - e. Program storage needs;
  - f. Parking.

**Responsibilities for Institutional Space are as follows:**

1. Saskatchewan Polytechnic staff, faculty, students, and other occupants are responsible to:
  - a. collaborate with Facilities Management to ensure that the space they are assigned is being used effectively and efficiently;
  - b. collaborate with Facilities Management when space may be used more effectively and efficiently;
  - c. proactively support the development of creative solutions for sharing of the space that are consistent with the principles in this policy;
  - d. ensure that all booking of space is done centrally through the appropriate department, as designated by Facilities Management, to ensure that Institutional Space is made equally available to all users;
  - e. book space for the amount of time that the space will be used and occupied, in order to maximize the use of Institutional Space (e.g., no block booking);
  - f. participate in space audits to determine how space can be most effectively utilized;
  - g. ensure that when a booked space is no longer required that timely notification is given to Facilities Management, so that it may be made available to other users.
2. The responsibilities of the Space and Timetabling Advisory Committee (STAC) will be outlined in its Terms of Reference available on the Facilities Management OurCollaborate site.
3. Saskatchewan Polytechnic Facilities Management Offices overseeing each campus and business location are responsible to:
  - a. under the authority of Senior Management Council, and in cooperation with STAC, allocate and manage all facility space;
  - b. schedule all class, lab, shop and other training spaces to ensure that space is appropriately used and shared by all programs;
  - c. advise programs and other organizations requesting space on the appropriate process to be used in communicating their space needs;
  - d. manages small capital projects (less than \$500,000) related to the creation or modification of space;
  - e. work in concert with the Associate Vice-President, Facilities Management to identify solutions for programs and organizations requesting space that cannot be accommodated within the current inventory.
4. The Associate Vice-President, Facilities Management is responsible to:
  - a. work in concert with the Facilities Management Offices when needed to identify solutions for programs and organizations requesting space that cannot be accommodated within the current inventory;
  - b. manage large capital projects (as per Policy # 504b Management Authorities Grid) related to the creation or modification of Institutional Space;
  - c. ensure that short- and long-term space allocation and management decisions are consistent with the Saskatchewan Polytechnic strategy and associated foundational documents, as applicable.
5. The Saskatchewan Polytechnic Facilities Management Department is responsible to:
  - a. develop space standards for organizational use;
  - b. proactively optimize the use of existing space at all campuses and business locations and ensure that space is being utilized in the best interest of the institution;
  - c. conduct audits, surveys, or other activities to establish the effectiveness of scheduling and utilization;

- d. make recommendations to Senior Management Council (through STAC) regarding major (affecting more than one program or organization) realignments of space use that cannot be resolved within the affected organizations;
- e. work collaboratively with programs, departments, or organizations requesting physical space that cannot be accommodated within the current inventory. This entails bringing together key stakeholders and management to jointly work on the space issues. In the event a resolution for the realignment of physical space cannot be achieved, the Facilities Management Department will refer the space request to STAC for decision;
- f. 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.

6. Senior Management Council is responsible to:

- a. 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;
- b. ensure that institutional space is being used effectively and efficiently;
- c. request space utilization reviews when deemed appropriate.