### Proposed Policy Number and Title: 423 Space Assignment and Space Change

### Existing Policy Number and Title: 423 Space Assignment and Space Change

#### Approval Process*

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<th>X Regular</th>
<th>□ Temporary Emergency</th>
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**Anticipated Expiration Date:**

*See UVU Policy #101 Policy Governing Policies for process details.

#### POLICY APPROVAL PROCESS DATES

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<tr>
<th>POLICY DRAFTING AND REVISION</th>
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<tr>
<td><strong>Entrance Date:</strong> 12/09/2009</td>
<td><strong>Verify:</strong></td>
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<tr>
<td><strong>University Entities Review</strong></td>
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<td><strong>Board of Trustees Review</strong></td>
<td>□ Proper format of Policy Manual posting</td>
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<td><strong>Entrance Date:</strong> 03/14/2013</td>
<td>□ TOPS Pipeline and Archives update</td>
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<td><strong>Policy Office personnel who verified and posted this policy to the University Policy Manual</strong></td>
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**Name:** ____________________________

**Date posted and verified:** MM/DD/YYYY
1.0 PURPOSE

1.1 Space is a limited resource of the University. To ensure equitable and effective assignment and use of space, Facilities Planning has outlined in this policy the method of requesting and assigning university building space.

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Furniture/Equipment Relocation: The physical relocation of the furnishings of a campus space.

3.2 Space assignment: The department or function authorized to occupy a particular space.

3.3 Infrastructure Committee: Consists of all university vice presidents and the Chief Planning, Budget, and Policy Officer. Resource support for the committee may include the Campus Engineer, the Associate Vice President of Planning/Facilities, and representatives from ASUVU, PACE, and Faculty Senate. The Vice President of Finance and Administration serves as the chair.

3.4 Space change: The allocation/reallocation of space assignments, changes in space utilization, alteration in the physical layout or appearance of space, alterations in room numbering, or changes in standard furnishings.

3.5 Space utilization: Function or purpose of a space, e.g., classroom, office, storage, etc.

4.0 POLICY

4.1 The Infrastructure Committee reviews and approves all allocation/reallocation of space assignments to departments, programs, or individuals, changes in space utilization, alterations in the physical layout or appearance of space, alterations in room numbering, or changes in furnishings.
5.0 PROCEDURES

5.1 When making requests for space change, remodeling or moving, requesters shall submit a Space Request/Reassignment Form or Facility Modification Request Form with required supporting documentation (drawings, pictures, etc., that describe the project) to the appropriate reviewers. The form and supporting documentation must be reviewed and approved by the appropriate dean or division associate vice president, the appropriate vice president, and the Associate Vice President of Facilities/Planning. The form is then submitted for consideration to the Infrastructure Committee.

5.2 The Infrastructure Committee reviews all requests. As appropriate, requests may be assigned to Facilities/Planning for a feasibility and cost study.

5.3 Approved and funded projects requiring remodeling will be forwarded to Facilities/Planning for design (drawings or specifications). Upon completion of the design, the project will be released for bid or in-house implementation.

5.4 Facilities/Planning shall notify the requestor of the Infrastructure Committee’s decision with accompanying comments.

5.5 Temporary/Emergency Space Changes

5.5.1 Infrastructure Committee members may submit urgent, temporary space changes to the Vice President of Finance and Administration for immediate action.

5.5.2 If new or additional furniture is temporarily required in a room on a short notice, employees needing the furniture must initiate a request through their department heads. The department heads must then contact the Custodial Supervisor. The Custodial Supervisor will make the required change in a timely manner. The Custodial Supervisor will, if necessary, complete and retain a copy of the Remodeling/Space Change/Moving Form, and distribute copies of the form to the affected department(s), the Associate Vice President of Facilities and Planning, and the chair of the Infrastructure Committee.

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Utah Valley University
Policies and Procedures

<table>
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<th>Title</th>
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<tr>
<td>Section</td>
<td>Facilities, Operations, and Information Technology</td>
<td>Approval Date</td>
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<td>Subsection</td>
<td>Facilities and Scheduling</td>
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I. Terms

DEFINITIONS

A. Space Assignment - refers to the department or function authorized to occupy a given space.

B. Space Utilization - refers to how a given space is actually used, e.g., classroom, office, storage, etc.

C. Space Change - refers to the reallocation of space assignments, changes in space utilization, alteration in the physical layout or appearance of space, alterations in room numbering, or changes in furnishings.

D. Furniture/Equipment Relocation - refers to the physical relocation of the furnishings of a campus space.

E. Space Assignment and Change Committee - consists of: all institution Vice Presidents. Resource people for the committee include the Campus Engineer, Associate Vice President for Academic Affairs, the Director of Planning/Facilities, and representatives from the ASUVU, PACE, and the Faculty Senate.

II. Policy

POLICY

Reallocation of space assignments to departments, programs or individuals, changes in space utilization, alterations in the physical layout or appearance of space, alterations in room numbering, or changes in furnishings must be approved by the Space Assignment and Change Committee.

III. Procedures

PROCEDURE

A. When submitting requests for space change, remodeling or moving, a Space Change/Remodeling/Moving Request Form with required back-up documentation should be sent to the following:

1. Associate Vice President of Academic Affairs

2. Director of Facilities - Planning

3. Affected Deans and Department Chairs

B. All requests will be reviewed by the Space Assignment and Change Committee. Requests considered advisable will be assigned to the campus engineer for study of feasibility and cost.
C. Once changes/projects are approved and funding is in place, the project will be released on
the following basis:

1. Space allocation or reallocation: with no remodeling required. The approved department,
   program, or individual will be given authorization to occupy the requested space.

2. Remodeling request: The request will be forwarded to the Engineering Department for
design (drawings or specifications). Upon completion, the project will be released for bid,
or in-house implementation, depending on the urgency and price of the project.

3. Function change: If remodeling is not necessary, the project will follow the path of
   number one, above. If remodeling is necessary, the project will follow the path of number
two, above.

D. Moving requests should be made directly to the Custodial Supervisor.

E. Exceptions

1. Emergency Furniture Needs
   If new or additional furniture is temporarily required in a room on short notice, employees
   needing the furniture must initiate a request through their department heads. The
   department heads must then contact the Custodial Supervisor. The Custodial Supervisor
   will make the required change immediately. He or she will, if necessary, complete and
   retain a copy of the Remodeling/Space Change/Moving Form, and distribute copies of the
   form to the affected department(s), the Director of Facilities – Planning, and the chair of
   the Space Assignment and Change Committee.

2. Extraordinary Circumstances
   Departments may submit a space change request through their member of the President's
   Staff to the Vice President for University Relations and Campus Support and petition for
   immediate action.

3. Very Minor Changes or Temporary Needs
   A request should be made to the Vice President for University Relations and Campus
   Support who will negotiate with those involved and handle the request.