



Comprehensive Space Management

Policy Number	3-126.1
Responsible Authority	Assistant Vice President of Real Estate
Initiating Authority	Provost and Executive Vice President for Academic Affairs Vice President of Facilities and Business Operations
Effective Date	7/7/2023
Date of Origin	8/8/2018

APPLICABILITY/ACCOUNTABILITY

This policy is applicable to all University of Central Florida campuses, facilities and locations owned, leased, or controlled by the university, including its colleges, administrative departments, auxiliaries, and direct support organizations (DSO).

POLICY STATEMENT

Space is an essential resource that supports the educational, research, administrative and public service missions of the university and is allocated to units (i.e., colleges, departments, or groups/clusters) and individuals based on need, merit, productivity, optimal space utilization, and other factors that support the university's mission.

All University of Central Florida facilities and space are considered assets belonging to the university, as a whole. To promote the highest and best use of university space, the university – through authority delegated to the provost – assigns space to specific users for defined periods of time. The university periodically reviews all campus space allocations, assesses space utilization, and constructs, acquires, and reallocates space as necessary to support the university's academic and strategic priorities. All requests for space including additional space, new construction, remodeling, renovation, change in use, new allocation, or reallocation must be submitted to Space Administration (SA) for review and appropriate routing for prior to making any changes or commitments.

Departments, colleges, units and/or individuals who violate this policy will be subject to progressive discipline, ranging from coaching on this policy, to personal liability for university

money obligated, to termination of employment.

DEFINITIONS

Alteration. Any construction in a space that changes its configuration; the fabrication of space; modification of space; or the erection, relocation, or removal of walls, partitions, doors, and windows.

Change in use. Any change from the function and purpose for which the space was most recently allocated.

Facilities. Any building and the space contained within the building.

Remodeling. The process of changing existing facilities by rearranging spaces and their use and includes, but is not limited to, the conversion of classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.

Renovation. The rejuvenating or upgrading of existing facilities by installation or replacement of material and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air-conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure; and upgrades and replacement of campus infrastructure, including, but not limited to roads, water, sewer, gas, steam, chilled water loops, and electrical systems. As used in this definition, the term “materials” does not include instruction materials.

Space. All physical areas contained within the facilities owned, leased, or managed by the university, including its colleges, departments, auxiliaries, and direct support organizations.

Space allocation. Space assigned to a particular unit for a specific use.

Space reallocation. Space reassigned from one unit to another for a specific use.

Use. The purpose and functions for which the space is employed.

Vacated space. Space that is no longer occupied.

ROLES AND RESPONSIBILITIES

1. **Department of Space Administration (SA)** administers this policy, and evaluates all requests for additional space, new construction, remodeling, renovation, change in use,

new allocation, or reallocation. SA identifies unoccupied or underutilized university space and maintains the university's space inventory in an effort to optimize use.

2. **University Space Committee (USC)** considers the immediate and long-range space needs of the university, proposes solutions, and evaluates space requests submitted to SA. USC forwards its recommendations for space proposals of 1,000 square feet or greater to the provost for review.
3. **Provost and Executive Vice President for Academic Affairs** or designee is the final authority regarding the use and allocation of Space.
4. **Planning Design and Construction (PDC)** manages all remodeling and renovations of space per UCF Policy 3-114.

POLICY

1. Space is a limited university resource and is not owned by units or current occupants.
2. Space allocations are made in alignment with the university's priorities and Strategic Plan, and the strategic plans of units.
3. All future commitments of space made as a part of recruiting, hiring, grant proposals, and new programs are contingent upon approval through the process detailed in the USC Guidelines.
4. Space allocation and reallocation procedures must be transparent and involve the affected occupants in the process.
5. Possible future uses and anticipated or current construction/remodeling/ renovation must be considered when evaluating the suitability of space for allocation.
6. Shared use of space must be promoted to improve utilization.
7. When a unit relocates to newly acquired or constructed facilities, the vacated space must be reallocated through the process detailed in the USC Guidelines.
8. Each unit is responsible for ensuring that its allocated space is being used for the purpose for which it was originally approved.
9. Classrooms and teaching laboratories are to be used for regularly scheduled, academic-credit courses. Any other use must be secondary to that purpose.
10. Research space assignments are not permanent, and laboratory spaces may be reassigned, reallocated, moved, or shared as necessary.

11. Research space must be allocated to optimize existing campus space utilization before pursuing new construction, renovations, or leasing space off campus.
 12. Programs and departments serving students and faculty must be located for the convenience of their constituents as practicable.
 13. Decisions about space use and allocation must promote the effective and optimal use of space.
 14. Space use must support the university's sustainability goals and must maximize the efficient use of resources.
 15. Space planning and use is based on, but not limited to, the Campus Master Plan, UCF Strategic Plan, and the UCF Facilities Planning & Construction Standards & Requirements.
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PROCEDURES

1. **Requests for Space Including Additional Space, New Construction, Remodeling, Renovation, Change in Use, New Allocation or Reallocation.** A unit must submit a request to SA for the following and prior to making any changes or commitments:
 - a. **Request for New or Additional Space**

When a unit 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.)

SA will review the request for new or additional space and determine if it warrants review by the USC.
 - b. **Request for Remodeling/Renovation of Existing Space**

When a unit wishes to remodel or renovate existing space within its current allocation.

SA will review the desired remodel/renovation and determine if it warrants review by the USC.
 - c. **Request for Change in Use**

When a unit determines that a change in use of space within the unit's current space allocation is needed to meet a programmatic need (new program, new hire, etc.)

SA will review the request and determine if the proposed change in use warrants review by the USC.

2. Request Submittal, Review, and Action

a. Department or Unit

A unit requesting additional space, new construction, remodeling, renovation, change in use, new allocation, or reallocation must submit to SA using the appropriate form. Requests are forwarded to the Chair/Unit Head and Dean/Vice President, as determined by the particular unit, for review and recommendation.

b. Chair/Unit Head/Dean/Vice President

The Chair/Unit Head and Dean or Vice President of the respective department(s) or unit(s) either recommends or denies the space request.

The Chair/Unit Head and Dean or Vice President may also contact SA to request additional space analysis or may suggest an alternative solution. If recommended, the Chair/Unit Head and Dean or Vice President signs and submits the request to SA.

c. Space Administration

SA assesses and evaluates all requests and provides analysis, evaluation, and recommendations for review by the USC. All requests must be submitted to SA for consideration before a project can be formally undertaken by UCF PDC.

- i. Upon receiving a request form, SA will review the request.
- ii. A consultation with the requesting unit and, if needed, a visit to the unit's existing space will be made in order to understand the space needs and identify requirements and options.
- iii. A space needs analysis will be prepared including an assessment of current space utilization. If needed, this will be supplemented by a List of Required Spaces through collaboration with PDC.
- iv. If justified/required, a project concept and preliminary program will be developed with engagement with PDC. 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 USC meeting.
- v. The USC agenda item will be prepared by SA and include the original space request, space needs analysis, option(s) for meeting the request and a recommendation.
- vi. The USC chair(s) may invite a representative from the unit requesting space to attend the USC meeting.

d. University Space Committee (USC)

USC reviews the requests submitted to SA, reviews options when presented, and makes recommendations for review by the Provost.

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

- i. Recommend the request as presented.
- ii. Reject the request as presented.
- iii. Recommend further study and presentation of alternate solutions for consideration.

If the request is rejected, SA will work with the unit to find an alternative solution to meet the space need, which may include leasing options. The revised/updated request will be presented to USC at a subsequent meeting.

If the request is acceptable to USC, it will be forwarded to the Provost for consideration.

e. Office of the Provost

The Provost or designee reviews requests forwarded by the USC.

The Provost or designee may take one of the following actions regarding space requests:

- i. Approve the request as presented.
- ii. Reject the request as presented.
- iii. Recommend further study and presentation of alternate solutions for consideration by the USC.

If the request is rejected, SA will work with the unit to find an alternative solution to meet the space need, which may include leasing options. The revised/updated request will be presented to the USC.

RELATED DOCUMENTS

[Minor Projects Request Form](#)

[SA Forms](#)

[UCF Policy 3-109 University Building and Fire Code Compliance](#)

[UCF Policy 3-125 Real Estate Transactions](#)

[UCF Policy 3-114 New Construction, Remodeling, and Renovation](#)

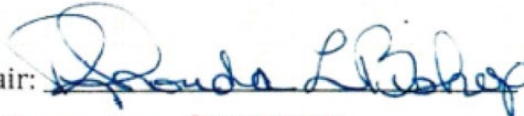
[UCF Policy 4-215 Use of Research Space by Third-Parties and UCF Employees for non-UCF Purposes](#)

[Florida Statute 1013.01](#)

[UCF Facilities Planning & Construction Standards & Requirements](#)

[Campus Master Plan](#)

[UCF Strategic Plan](#)

POLICY APPROVAL (For use by the Office of the President)		
Policy Number: 3-126.1	Michael D. Johnson	Digitally signed by Michael D. Johnson Date: 2023.07.05 12:56:52 -04'00'
Initiating Authority: _____	_____	Date: 7/5/2023
	Jon Varnell	Digitally signed by Jon Varnell Date: 2023.07.06 15:45:19 -04'00'
Initiating Authority: _____	_____	Date: 7/6/2023
University Policies and Procedures Committee Chair:		Date: 6/27/2023
President or Designee: _____	Alexander Cartwright	Digitally signed by Alexander Cartwright Date: 2023.07.07 08:38:48 -05'00'
	_____	Date: 7/7/2023