



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Space Allocation and Use	Effective Date: 8/8/2018	Policy Number: 3-126	
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	Responsible Authority: Vice President for Information Technologies & Resources		

APPLICABILITY/ACCOUNTABILITY

This policy establishes parameters for space allocation and use on all University of Central Florida campuses, facilities and locations owned, leased, or controlled by the university, including its colleges, department, 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. Space is a university asset and is allocated to Units (i.e. colleges, department(s), or groups/clusters) and individuals based on need, merit, productivity, optimal space utilization, and other factors that support the university's mission. However, university needs may take precedence over space decisions and allocations made at the Unit level. Space will be allocated for a period of up to five years, at which time such allocation will be reviewed. Individuals and Units that are assigned space are designated Stewards (defined below). As space is vacated, it will be returned to the university's space inventory pool for future assignment, based on clearly demonstrated need.

I. Roles and Responsibilities

A. The Office of Space Administration (SA) is designated by the provost and vice president, the vice president for Administration and Finance and chief financial officer, and the vice president for Research and dean of the College of Graduate Studies, to serve as the entity entrusted with the optimum and efficient allocation

and assignment of space to meet the university's mission. To meet that directive, SA facilitates space requests, establishes procedures for space acquisition and allocation, maintains an accurate space inventory for internal and external reporting purposes, and provides information and analyses regarding current and future university space needs. SA is informed of all space use plans and changes, whether in existing or newly assigned space, in order to maintain an accurate inventory. SA identifies unoccupied or underutilized university space, and makes its online space inventory available to deans, directors, and senior administrators to facilitate space requests and allocations. SA facilitates discussions between Unit(s) vacating a space and those who demonstrate an urgent need for such space. SA also assigns building and room numbers in order to prevent duplication and ensure accurate documentation of university space.

To request either a) a transfer of space to another Unit; b) additional space; or c) a change of the current function of a room or space, Stewards must complete the appropriate form at <https://spaceadmin.ucf.edu/> and submit to SA for review and approval.

B. Office of Information Technologies & Resources (ITR) reviews and approves requests to include server rooms in new construction projects, and minor project requests to expand server rooms.

C. Facilities & Safety (F&S) (comprising Facilities Planning and Construction (**FPC**), Facilities Operation (**FO**), Utilities and Energy Services (**UES**) and Office of Contracts and Real Estate Management (**OCREM**), among others) plays the following roles in the allocation of space:

- **FPC** is responsible for oversight of design and construction of all capital and minor projects, including the procurement and selection of design and construction firms; concept studies; preparation of the annual capital improvement plan; the campus master plan; the educational plant survey, and the campus development agreement. FPC establishes uniform design and construction standards, guidelines, and specifications, as may be desirable to supplement the requirements of the Florida Building Code. FPC also establishes the process for waiver of design and construction standards.
- **FO** provides housekeeping, maintenance and repair services to all E&G and certain DSO and auxiliary spaces.
- **UES** is responsible for utility services and determining how utilities for a space should be charged.
- **OCREM** provides oversight of all real estate transactions, as well as assistance and recommendations for leasing space off campus, in accordance with applicable university policies and procedures.

D. Provost and vice president (PVP) is responsible for all academic and research space at the university and approves building academic programs and space plans.

E. Vice president of Administration and Finance and chief financial officer (VPAF) is responsible for all non-academic, non-research space at the university, and approves building administration programs and space plans for all administrative, DSO, auxiliary, and other non-academic, non-research buildings.

F. Vice president for Research and dean of the College of Graduate Studies (VPR) is responsible for all research space that is allocated to Units reporting directly to her/him, and has ultimate responsibility for allocating research space to Units, through SA, as well as meeting health and safety standards through the Department of Environmental Health & Safety (**EHS**); approves building research programs and space plans; supports and promotes research activity at the university; integrates research into the academic mission of the university; ensures compliance with university and government regulations; and consults on research space needs with the PVP.

- **EHS** is the designated authority for implementing all health and safety regulations, ensuring compliance with all applicable requirements from federal, state, or local agencies, and ensuring proper research laboratory designations.

G. Lead for Research Space (LRS) is appointed by the VPR to meet with academic deans and directors quarterly to determine how the allocations of research space meet stated programmatic needs and priorities; identify unoccupied, underutilized or re-assignable research space; and assist in developing Unit-based metrics to be used for research space utilization. Considerations include:

- a. current research space utilization by the Unit
- b. hiring plans and future space needs
- c. metrics used for internal space allocation
- d. plans for, and possible return to university inventory of, unoccupied or underutilized research space

The LRS also liaises with SA to assist the deans and directors in making informed space decisions.

H. Stewards are responsible for the care, condition and use of their allotted space, as follows:

- a. minimize unoccupied or underutilized space
- b. ensure that space utilization corresponds to assigned space type
- c. meet federal, state, and university compliance requirements (e.g., health and safety regulations and procedures, building codes and standards, and permitting)
- d. report any required maintenance or repairs to FO through the AIM Work

Order System

- e. request changes to space utilization through SA
- f. meet space needs of new and existing employees
- g. address all space needs described in research proposals
- h. vacate, transfer and reallocate space
- i. ensure vacated space is in re-assignable condition (i.e., clean, no damage, ordinary wear and tear excepted)
- j. implement equipment and infrastructure decommissioning procedures
- k. re-evaluate allotted space periodically based on clear, published, Unit-level metrics

I. Academic deans and directors are responsible for research space allocation and utilization, as delegated by the VPR.

J. Department chairs assign allocated research space to faculty members based on their Unit needs and priorities.

K. Departmental faculty and staff effectively use space to meet the research and educational needs of their Units.

II. New Buildings and Major Projects over \$2 Million

Design, construction, renovations, new space allocations, and additions of academic and research facilities will not proceed until building programs and space plans have been approved by a) appropriate PVP, VPAF, or VPR, or designee; b) SA; and c) F&S. All space shall be designed to meet applicable building codes and federal accessibility guidelines, including access, seating, visual sight lines, and other applicable factors. Building programs for all new buildings will include classroom spaces, as required to meet university needs. If large lecture halls with fixed seating are included, their net assignable square footage may be counted in the classroom total, and they will be scheduled by the Registrar's Office.

III. Minor Projects \$2 Million and Under (formerly Facilities Improvements)

Requests for alteration of space in an existing building originate by submitting a Minor Project Request Form (MP Form). Upon receipt, FPC will verify that the MP has been approved by the applicable chair or unit lead and the dean or director. Any request to alter room use, size, number, or occupancy must be approved in advance by the PVP, VPAF, VPR, or designee. A request to alter the exterior of any building requires additional review and approval by the University Master Planning Committee (UMPC). As a general rule, requests that result in elimination of instructional spaces will not be approved.

Notification of approved projects will be sent to the MP requester by the assigned project manager (PM). If an MP is not approved, SA and/or FP&C will contact the requester to discuss the reasons, and possible solutions. Once an MP is under construction, SA, FPC and the entity funding the project must review and approve any additional requested modifications.

IV. Space Categories

A. The Board of Governors (BOG) has established the following space categories, which are tracked through quinquennial on-site Educational Plant Surveys. For each State University System (SUS) institution, the BOG calculates the number of square feet of space needed in each of the nine categories, based on a Space Needs Generation Formula that considers such factors as student enrollment and research programs. All UCF spaces are classified according to these categories:

1. Classroom - A room or space used primarily for instruction and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
2. TeachingLaboratory - A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours, the activities fulfill course requirements, and/or there is a formal convener present.
3. Study - A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.
4. ResearchLaboratory - A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).
5. Office - A space housing faculty, staff, or students working at one or more desks, tables, or workstations.
6. Auditorium/Exhibit - A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.
7. Instructional Media - A space used for the production or distribution of multimedia materials or signals.
8. Gymnasium - A room or area used by students, staff, or the public for athletic or physical education activities.
9. Campus Support Services - A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

B. Classrooms and Auditoria

To maximize availability, all general-purpose classrooms are scheduled by the Registrar's Office, using a uniform procedure such as "block scheduling." Conference rooms or meeting rooms that have seating capacities of 10 or more, and are accessible from a main hallway, are scheduled as classrooms whenever possible. Large lecture halls with fixed seating are scheduled by the Registrar's Office. In support of the university's energy management program, the Registrar's Office may restrict evening and weekend non-instructional events (e.g., meetings of clubs and organizations) to specific buildings.

C. Research Laboratories

1. Allocation

Research space is allocated based on programmatic needs and priorities of the Unit, and on contractual obligations for the performance of specific research activities, as determined by the dean or director, in consultation with her/his faculty and staff.

Research space assignments are not permanent, and laboratory spaces may be reassigned, reallocated, moved, or shared as necessary. Research space will be allocated to optimize existing campus space utilization before pursuing new construction, renovations, or leasing space off campus.

Each Unit will develop and publish metrics for the evaluation of research space allocations. The research space allocated to each faculty member will be reviewed periodically to determine whether the space is being used effectively and efficiently, or there is a need for reassignment, reconfiguration, or renovation.

NOTE: Research Proposal Transmittal Forms (PTFs) must contain a statement that the laboratory space required to conduct the proposed research is available and will be assigned or, alternatively, that a firm plan exists to secure and renovate, if necessary, the needed space if the proposal is funded.

2. New Employees

Offers made to new employees that include research space will require assignments of existing space in the hiring Unit by the responsible steward. If existing space is not available to accommodate the new employee, the steward will contact SA to determine availability and optimal alternatives, based on the current university space inventory.

Emeritus/emerita faculty may be provided research space at the steward's discretion, based on availability and whether the emeritus/emerita faculty member remains actively engaged in research that aligns with the programmatic needs and priorities of her/his Unit.

3. Laboratory Designation

Research laboratories are designed and equipped to meet specific levels of use (i.e., BSL-1 through BSL-3). Laboratories may not be modified to higher or lower levels without review and approval from EHS and the VPR. In addition, research laboratories may not be converted to other space categories without prior approval by the VPR or designee. When laboratories are returned to the university's inventory or are re-purposed, they must first be decommissioned, as required by EHS and applicable laws and regulations (e.g., ANSI/AIHA).

Research space, equipment, and material are required to adhere to state and federal regulations and UCF (EHS) policies, procedures and processes, and must be used in a manner consistent with both human subject and animal use regulations and requirements, as applicable. In some cases, additional approvals may be required by a biosafety committee. Research conducted in university facilities will support only university interests and relationships. University resources may not be used to support for-profit activity without prior approval from the VPR and appropriate compensation to the university.

4. Laboratory Equipment

Prior to the purchase of any research equipment or instrument, F&S and SA must conduct a review of the space in order to ensure that the proposed location for such equipment or instrument is capable of supporting it.

D. Offices

The university has adopted the Gained Light Office (GLO) concept for office design, which emphasizes the use of large open spaces and interior glass walls that allow natural light to permeate deeper into the building. GLO has been shown to be the optimal approach to office design and will be used whenever possible.

Office spaces are a combination of private and shared collaborative workspaces, and office sizes are standardized regardless of title or position. Requests for exceptions are made to the provost and vice president, through SA.

Because the university has a substantial shortage of office space according to BOG standards, office assignments will be prioritized as follows:

- 1.** Academic, full-time faculty positions
- 2.** Professional, administrative faculty positions
- 3.** A&P and USPS positions
- 4.** Part-time faculty and part-time staff
- 5.** Graduate assistants, and student employees
- 6.** Emeritus faculty (on a space-available basis)

Part-time instructors, part-time graduate assistants, and part-time student employees will be provided shared space, and will not be assigned individual offices. Unpaid workers and student organizations are not entitled to office space in any building. Non-UCF entities/individuals may not occupy university office space without prior written approval from the provost and vice president or designee, through SA.

UCF faculty and staff may only have one office, regardless of position or titles (i.e., faculty member and chairperson). However, individuals whose work assignments require that they spend significant time in more than one building may use shared office space in the building(s) where their office is not located.

E. Campus Support Services

1. Server Rooms

Server rooms are dedicated to computers and associated equipment and should be located in the UCF IT Shared Services Center whenever possible. Spaces assigned to telecommunications Main Distribution Frames (MDFs) or Intermediate Distribution Frames (IDFs) are under the exclusive control of UCF IT Telecommunications and may not be used as server rooms or for any other non-telecommunications purpose.

V. Vacating Space

Reallocation or relocation of space may result in the displacement of furniture, equipment or other infrastructure. The departing occupant(s) should work with their Unit to dispose of any items not being adopted by the incoming occupant(s), in accordance with UCF Surplus Property and EH&S decommissioning policies and procedures.

Improvements that have been made to space that affect building infrastructure or systems must remain in place. Neither the incoming Unit(s), nor the university, is obligated to compensate the vacating occupant(s) for investments made in the space during the time of occupancy. All incoming Units must agree to take the vacated space “as is” prior to occupying it, unless F&S has deemed the space uninhabitable. Departing occupants are required to leave the space in clean condition, without damage (ordinary wear and tear excepted). Failure to do so shall result in charges to the departing Unit for required cleaning and/or repairs.

VI. Renting Space On-Campus

Any Unit(s) renting their allocated non-research space on a temporary basis must have written use guidelines and pricing, as well as a facility use agreement approved by the Office of the General Counsel. Any rent charged for the space must include recovery of any F&S support fees, based on square footage of the space. Any Unit(s) renting their allocated research space on a temporary basis must follow UCF Policy 4-215 Use of Research Space by Third-Parties and UCF Employees for non-UCF Purposes.

VII. Leasing Off-Campus Space

Any Unit(s) wishing to acquire space through an off-campus lease must first contact SA to determine whether existing on-campus space is available in the current space inventory. If no suitable space is available, the Unit(s) shall contact OCREM for assistance.

RELATED DOCUMENTS

Minor Projects Request Form:

[http://fp.ucf.edu/sites/default/files/forms/Minor Projects Form.pdf](http://fp.ucf.edu/sites/default/files/forms/Minor%20Projects%20Form.pdf)

SA Space Forms:

<https://spaceadmin.ucf.edu/>

UCF Policy 3-109 University Building and Fire Code Compliance

<http://policies.ucf.edu/documents/3-109.1BuildingandFireCodePolicy.pdf>

UCF Policy 3-125 Real Estate Transactions

<http://policies.ucf.edu/documents/3-125RealEstateTransactions.pdf>

UCF Policy 4-215 Use of Research Space by Third-Parties and UCF Employees for non-UCF Purposes

<http://policies.ucf.edu/documents/4-215UseofResearchSpacebyThird-PartiesandUCFEmployees.pdf>

UCF Regulation UCF-4.029 Use of University Facilities; Definitions; Priority of Use

<http://regulations.ucf.edu/chapter4/documents/4.029UseofUnivFacDefPriorityofUseFINALJune18.pdf>

UCF Regulation UCF-4.0293 Use of University Facilities by the Campus Community; Campus Demonstrations and Other Outdoor Events; Limitation on Use of University Facilities by Non-University Organizations and Persons

<http://regulations.ucf.edu/chapter4/documents/4.0293UseofUnivFacCampusDemonstrationsFINALJune18.pdf>

UCF Regulation UCF-4.0294 Use of University Facilities; General Requirements

<http://regulations.ucf.edu/chapter4/documents/4.0294UseofUniv.FacGeneralReqsFINALJune18.pdf>

UCF Regulation 7.302 Surplus Property

http://regulations.ucf.edu/docs/notices/7.302SurplusProperty_amendedFINALAug11_000.pdf

EH&S Laboratory Closeout Procedure

<http://www.fs.ucf.edu/sites/default/files/policies/Laboratory%20Close-Out%20Procedures.pdf>

EH&S Laboratory Decontamination Procedure

<http://www.fs.ucf.edu/sites/default/files/policies/Laboratory%20Decontamination%20Procedures.pdf>

EH&S Procedure for the Environmental Assessment of Laboratory Equipment Prior to Surplus, Salvage or Disposal

<http://www.fs.ucf.edu/sites/default/files/policies/Procedure%20for%20the%20Environmental%20Assessment%20of%20Lab.%20Equip.%20prior%20to%20Surplus,%20Salvage%20or%20Disposal.pdf>

CONTACT

Space Administration (SA) 407-823-0982 Office of Contracts and Real Estate Management (OCREM) 407-823-1830

INITIATING AUTHORITY Vice President for Information Technologies and Resources

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-126	
Initiating Authority: <u><i>Jill Newman</i></u>	Date: <u>8-1-18</u>
University Policies and Procedures Committee Chair: <u><i>[Signature]</i></u>	Date: <u>7/26/18</u>
President or Designee: <u><i>Dale Whitlatch</i></u>	Date: <u>8/8/18</u>