

SPACE UTILIZATION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

| | |
|-------------------------|---|
| Category: | A. General |
| Parent Policy: | A37 |
| Approval Date: | April 18, 2016 |
| Effective Date: | April 18, 2016 |
| Procedure Owner: | Registrar and Director, Student Services Director, Facilities and Campus Development |

| | |
|--------------------|--|
| Overview: | The procedure guidelines outlined here are intended to ensure that Olds College space is allocated in an equitable and efficient manner on the basis of measurable, operational requirements, and approved standards of allocation. The usage of all space must support the goals and objectives of Olds College. |
| Procedures: | <p>SPACE REQUEST PROCESS</p> <p>Internal Requests</p> <p>Step 1: Completion of the Space Request Form</p> <p>For all requests for reassignment, renovation of space or release of space, a Space Request Form must be completed and submitted to the Dean/Director of the program area or department involved.</p> <p>Requests must include:</p> <ul style="list-style-type: none"> • Justification for the additional space • Description of any special requests • The number of personnel requiring accommodations • Identification of funding for any capital improvements that may be necessary to accommodate the request and subsequent capital request/approval <p>Step 2: Submission of the Space Request Form</p> <p>Requests are submitted by the Dean/Director responsible for the area or program, to the Director of Campus Facilities and Sustainability. The Director of Campus Facilities and Sustainability will evaluate all requests based on the following prioritized criteria:</p> <ul style="list-style-type: none"> • Health and Safety Requirements • Security of Confidential Information |

- Funding Availability
- Meeting Student Needs
- Cost/Benefit
- Core Space Requirements for Programs
- Functionality/Utility/Efficiency of Space
- Faculty/Staff Recruitment and/or Retention

If funding is required, the request will be forwarded to the appropriate Vice President for review prior to approval.

External Requests (Long Term Leased Space)

Request for space from external users must be submitted to Campus Facilities through the Vice-President, Student and Support Services. The request will be evaluated based on available space and appropriateness of the commercial enterprise. Space allocated to external users shall be subject to specific financial arrangements within a lease agreement to be developed by the CFO and Director of Campus Facilities.

Space Utilization Analysis

For usage reviews in allocated spaces, reports may be required to be submitted to Campus Facilities from department representatives. These reports will be clearly defined.

Requirements pertaining to these reports include:

- Specific requests and projects
- Space inventory updates and usage (i.e. storage, academic functions)
- Counts, contact information and office location of staff and faculty
- FLE's enrolled in programs within the department
- Inefficient uses, such as vacancies
- Adverse conditions (Note: Hazardous conditions that may cause harm or injury to any individual on Campus must immediately be reported to the Health and Safety Consultant, as well as, Campus Facilities.)

General Space

In the planning and management of Olds College space, all indoor and outdoor spaces are considered allocable resources.

- Minor allocation/reallocation of space allotted annually to a faculty/program is managed by the Deans and Directors with emphasis on ensuring maximum utilization. All space allocation and reallocation is to be reported to Campus Facilities
- The use of all existing facilities will be evaluated before new space is constructed, acquired or leased.
- Facilities are allocated to units for a specific purpose. When that purpose is no longer required the space is identified for future reassignment.
- The allocation of facilities shall be flexible in order to allow shared/multi-use of space and must accommodate changes in building users and technology.
- Whenever possible, clustering programs with teaching interests, and specifically common courses should be considered.

- General support space (copy rooms, lounge, etc.) will be assigned based on need and space availability.

Instructional Space

In the interest of achieving maximum efficiency in the use of space, the following practices and procedures apply to the assignment and use of classrooms and other instructional spaces.

1. Classroom space including program specific laboratories/shops will only be assigned centrally through the Office of the Registrar during the academic year and Conference Services in the non-academic year and will not be assigned directly to a specific program or unit.
2. For changes to any instructional space, the appropriate academic division must submit a Space Request Form to Campus Facilities to begin the review process.

Faculty and Staff Office Space (Define Size)

The College recognizes the need for suitable office space for faculty and staff members. The following general procedures apply:

1. To the extent space is available, all full time faculty members and other faculty or staff whose duties create a need for privacy will be assigned appropriate solutions.
2. For further information regarding Office Space allocations, please refer to Policy A36 Office and Departmental Moves.

Laboratory and Research Space

1. Each faculty member engaged in research should have access to appropriate space for conducting his/her research.
2. Research requirements and funding should be declared on the *Space Request Form*.

Sports Facilities

The sports facilities at Olds College and the Community Learning Campus, were constructed and are maintained primarily for academic instruction, intercollegiate athletics and recreational sports. These facilities may be utilized by unaffiliated groups as time and space permit.

1. Academic classes, intercollegiate athletics, recreational sports and College sanctioned activities have priority over other programs in the use of sports facilities.

Definitions:

Related Information:

Review Period:

A36 Office and Department Moves

3 years

Revision History:

New: April 18, 2016