

Space Management Guidelines

SPACE MANAGEMENT GUIDELINES AND PROCEDURES

1.0 Scope

This document details the guidelines and processes governing the provision, allocation and utilization of space at Virginia Commonwealth University campuses. In considering all space management issues, the Division of Facilities Management shall endeavour to provide a quality work environment for all students and staff, meeting both legislative compliance requirements and the strategic needs of the University.

The aim of the space management planning process is to encourage the highest possible utilization of space within the University infrastructure thereby reducing overall capital outlay, maintenance and running costs.

These guidelines and procedures ensure that appropriate controls are in place and that space is adequately managed on an ongoing basis.

2.0 Definitions

Assignable – (Assignable Floor Area Sq. Ft.) defined as the floor area measured from the inside face of the walls for rooms that are common use areas (corridors etc) and non-habitable areas (lifts, stairs, service ducts, etc...).

Non-assignable – (Non-assignable Floor Area Sq. Ft.) defined as the floor area measured from the inside face of the walls for all the common use areas (corridors etc) and non-habitable areas (lifts, stairs, service ducts, etc...).

NET – (Net Useable Floor Area Sq. Ft.) the combination of assignable and non-assign

GSF – (Gross Floor Area Sq. Ft.) defined as the sum of fully enclosed area and unenclosed covered area.

3.0 Space Management System

Currently VCU uses a space management system, "FMDesktop", which provides the University with an effective space management tool. The system provides a complete record of the following information:

- Maps/Drawings of all university space
- Types of space
- Space ownership
- Functionality
- Accessibility/ disabled access
- Condition
- Measurement of space utilization
- Space allocation.

To ensure integrity of the system data and, as detailed in the Space Management Policy, all alterations, additions or modifications to University facilities are to be referred to either the Office of the Provost and VP Academic Affairs or the Office of the Vice President of Health Sciences.

Please Note: this is to include all changes in the room use and function of all types of space including storage within University Campuses.

4.0 Space Allocation Guidelines

The following guidelines apply to the allocation of space within the University. In each case, every consideration to the functional requirements of the occupant will be taken into account and have a bearing on the actual allocation of space as will the size, number and location of any available space(s).

	Allocation by Position	Net Sq. Ft.
Offices		
	President	425 -
	Vice President's	300-340
	Provost	240-260
	Dean's/Head of School	200-235
	Associate Provost	200-210
	Director / Associate Deans	160-185
	Research Staff	140-155
	Administrative (Senior)	140-155
	Faculty / Staff	120-135
	Professor	125-130
	Shared office (per person)	93
	Time shared staff workstation	70
	Student workers	60
	Conference Room (20 sq.ft per person: 8-10 person)	200
Open Office	Office systems - walls do not go from floor to ceiling	
	Office – 1 person (9x9 + 15% for circulation)	93
	Support Staff	64
	Break-out Rooms – 1 per every 10 open office	100
Teaching		
	Tier seating classroom (per person)	19
	Classroom - non fixed seating (per person)	16

4.1 Office Space

Additional factors to be taken into consideration when allocating office space are as follows:

- 4.1.1 No staff member is to be allocated the use of more than one designated individual office. Staff having responsibilities on several campuses must nominate their “base campus”. An office will be allocated for their exclusive use only on that campus. At any other campus, these staff may use a “hot desk” or shared facility in an area designated for that purpose (unless approved by VP).
- 4.1.2 Adjunct Faculty are not entitled to an individual office but are allowed to share an office.
- 4.1.3 Staff on research, study or extended leave must release their office for use by others while they are absent from the University. The faculty or division must make arrangements for the off-site storage of any personal effects if required.

5.0 Procedures

All inquiries regarding proposed changes in space utilization or planned requests for additional space are to be directed to the Provost and VP Academic Affairs or Vice President of Health Sciences.

5.1 Point of Contact

Faculties, Divisions, Heads of Campus and Business Units are to provide a central point of contact for issues relating to space management. This point of contact is of particular importance in the verification of space audit data and management of staff vacancy requests and research/higher degree student applications as detailed below.

5.2 Relocation of Existing Staff

To maintain the integrity of the Space Management Database, when internal staff is relocated, department heads (or their authorized point of contact) are to notify either the Office of the Provost and VP Academic Affairs or the Office of the Vice President of Health Sciences two weeks prior to the relocation.

5.3 New Staff Position

Office space for new staff hired should follow the above referenced allocation. If the current inventory of space is inappropriate or unavailable, then the department may look outside the system for rental space (rental justification needs to be completed and submitted to the appropriate authorities).

5.4 Research/Higher Degree Students

Approved applications for Research/Higher Degree Students, identified as requiring allocated University space, are to include verification and details of the space allocation for the student (proposed Building Number/Room Number). The Office of Research shall verify that space is allocated in accordance with the University guidelines prior to completion of the research application. Should adequate space be unavailable the Office of Research shall work with either the Office of the Provost and VP Academic Affairs or the Office of the Vice President of Health Sciences to identify an alternative solution.

5.5 Space Justification

For space assignments that exceed the above mentioned square footage by more than 25%, department heads must justify (in writing) why the additional space is required.

5.6 Classroom or Lab Change

Departments do not have the authority to change the function of a classroom or lab without the approval of either the Office of the Provost and VP Academic Affairs or the Office of the Vice President of Health Sciences.

6.0 Space Audits

Audits of all facilities on the Monroe Park Campus and MCV campus will be carried out to verify or update current space management data, design drawings and data collection for determination of space utilization rates. The purpose of these audits is to:

- Verify and update current floor and building plans
- Determine current space usage
- Verify and measure space occupancy and utilization
- Check validity and update building room numbering system
- Verify space management statutory compliance

7.0 Room Numbering

The University Space Manager assigns all room numbers for new construction and renovation projects. No department has the authority to change a room number without permission from the University Space Manager. Departments/Business Units who violate this policy may be required to cover the cost of re-numbering and ordering new signage.

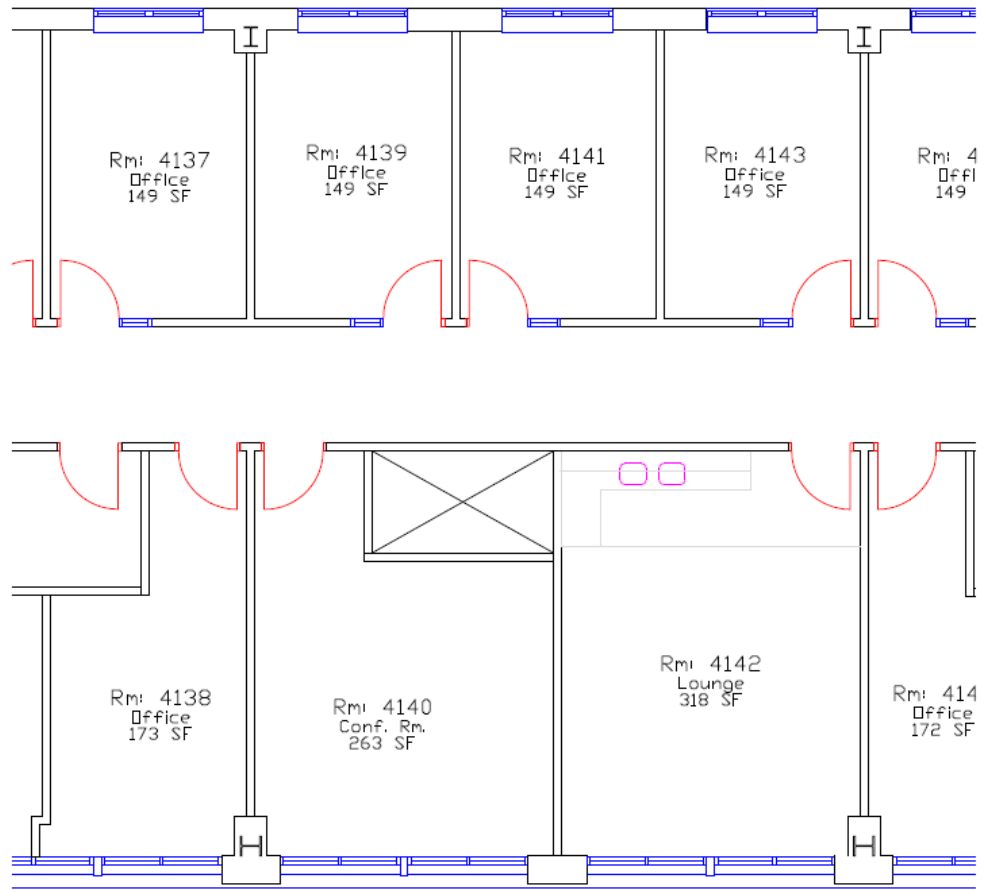
VCU-FMD must approve all room number schemes used during all phases of the project. To help eliminate confusion on the project, the following guidelines should be used in the numbering of rooms

For all buildings, each room number is constructed using the "hotel system". That is, a floor number ascending or descending from ground level is followed by a number for the room on that floor. Every room is assigned a room number. This includes all mechanical area, stairs, corridors and closets.

To help orient visitors as well as occupants, on the ground floor numbers for the rooms on that floor should start near the principal point of access to the building and increase away from that point, and this pattern is stacked on the floors above and below. In addition, room numbers are placed on the floors using the "post office system." That is, even numbers are

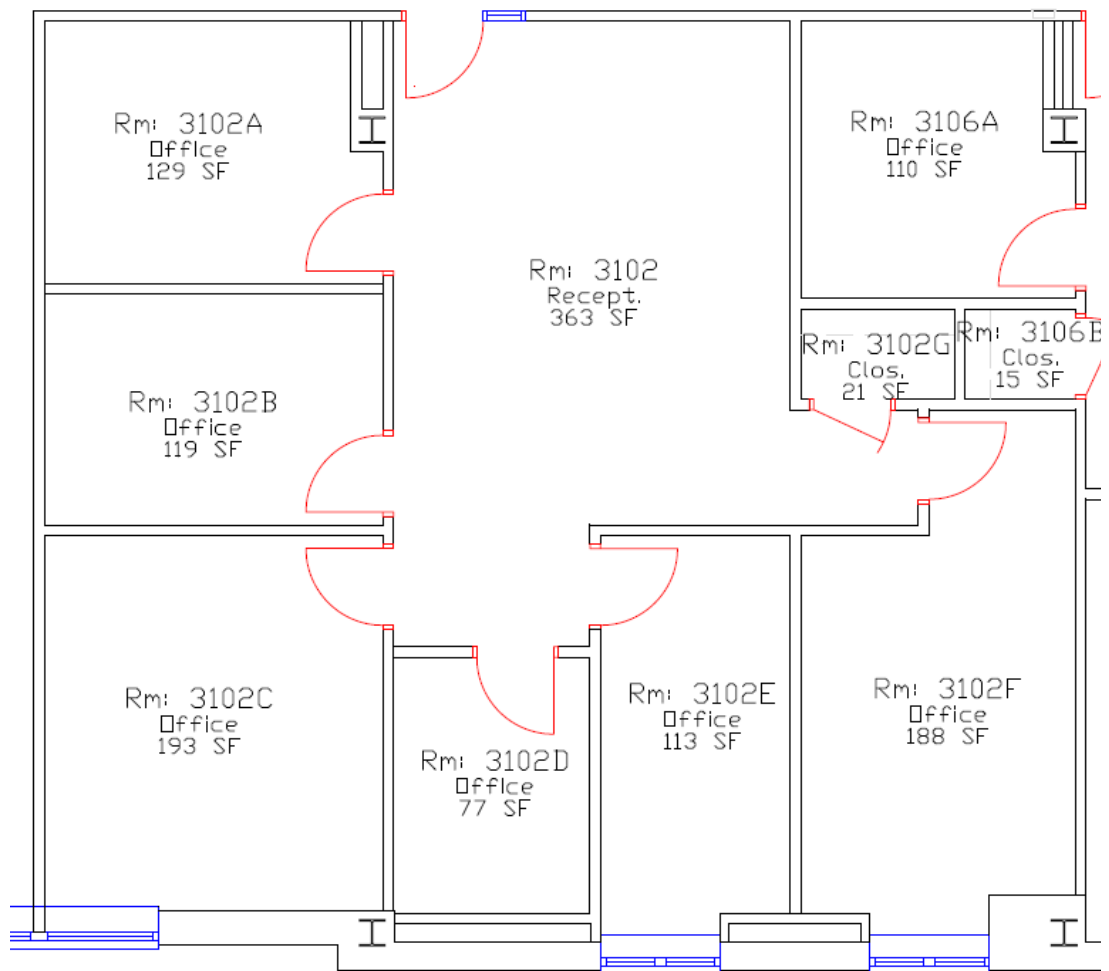
located on one side of the corridor and odd numbers on the opposite side. Gaps may be introduced into number sequences to allow additional numbers to be inserted in the event of future renovation.

Example:



At a more detailed level of patterning, rooms reached via other rooms are recognized using the "suite system". That is, rooms off of the first-accessed room carry the number of the first-accessed room followed by a letter of the alphabet (example: 1001A, 1001B, 2000A, etc..).

Example:



In a final detail, room numbers for rooms that have certain non-assignable room uses involving building service, circulation and mechanical areas carry specific suffixes. Corridors are numbered with a "C#" (floor number + C + number), Stairs are numbered with "S#" (floor number + S + number), Elevators are numbered with "E#" (floor number + E + number) and all mechanical, janitor closets, telecommunication closets, etc. must have a number.

Example:

